



# Application for External Hire of Facilities

## ROOM BOOKING FORM

SRS Consulting Suite – 877 15<sup>th</sup> Street Mildura VIC 3500

P: 03 5022 1741 E: srs@srsinc.com.au

Organisation Name:						
Contact Name:						
Address:						
Postal Address:						
Phone:	BH:		AH:		Mob:	
Email:						

Hire Date:

Facilities Required: (please tick)	Time Required:	Donation for Use:
<b>Boardroom</b> – Medium sized room (approx 8.9m x 6.5m), projector, DVD Player, Amplifier/Sound System, whiteboard, reverse cycle system, fans, hearing loop, 15 tables (on rollers), 40 chairs	Full Day Time In/Out:	Non-profit Organisations: \$20 Half Day \$40 Full Day
	Half Day Time In/Out:	Other Organisations: \$40 Half Day \$80 Full Day
<b>Kitchenette</b> – Small kitchenette (approx 3m x 4m), fridge, table, armchairs, reverse cycle system, fan, oven, glassware, cutlery, kettle.	Full Day Time In/Out:	Nil – part of boardroom hire. Please tick if required.
	Half Day Time In/Out:	
<b>Interview Room</b> - Small room (approx 3m x 3m), table, armchairs, reverse cycle system, fans.	Full Day Time In/Out:	\$30 per session/day flat rate.
	Half Day Time In/Out:	

### Board Room Capacity:

Cocktail	Theatre	Classroom	U-shape
40	35	24	20

Note: If required, SRS may be able to set up room configuration on your behalf. Room set-up fee is \$20- this involves setting up table/chairs (and removing those not required). Please enquire if you require this service.

### Purpose of Hire:

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### Additional Comments:

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### Additional Donation: (optional)

I would like to donate \$ \_\_\_\_\_ to SRS Inc.

### Declaration:

I have read the conditions for hire of facilities. I agree to be bound by the conditions of hire agreement as attached and indemnify SRS Inc against any damages and losses resulting from the hire of facilities. I have attached a copy of our public/professional indemnity insurance.

Signed:

Date:

Name: (print)

**RETURN FORM TO: SRS RECEPTION – 877 15<sup>th</sup> STREET, MILDURA 3500 – F: 0350213874 E: srs@srsinc.com.au**

### Administration Use Only:

- Reception: Check availability – advise applicant if room available, make and confirm booking (if applicable). Pass document to Finance Dept for billing.
- Finance – Raise invoice

## **CONDITIONS FOR HIRE OF SRS FACILITIES**

Applications for the use of hire facilities are the responsibility of SRS Reception. The hirer is responsible for ensuring that the conditions of hire are observed.

### **1. Definitions**

- (a) In these conditions the words "The Hirer" shall mean the person or persons whose application for the hire of the facilities is accepted by Sunraysia Residential Services Inc.
- (b) The facility in these conditions shall be those stated in the application for hire.

### **2. Donation for Use**

- (a) 'Donation for Use' will be paid by the hirer for the facilities hired as per the schedule on hire application.
- (b) Tax invoices will be issued following hire, and payment is requested within 30 days of issue.

### **3. Care of Facilities**

- (a) The hirer shall in addition to the agreed hire charge, meet any reasonable costs of any additional cleaning costs to restore the facilities in a proper order after use.
- (b) The hirer shall be liable for and make good any damage done to the facilities, including furniture, fixtures, fitting and equipment.
- (c) It is a requirement that organisers clean up after they have finished with use of the facilities.
  - ✓ Please ensure that the room and kitchen is how you found it
  - ✓ Wash and dry all cups/plates/cutlery etc.
  - ✓ Remove all rubbish
  - ✓ Return all furniture & equipment to how you found it
  - ✓ Please turn off all lights and appliances
  - ✓ Leave floors clean
  - ✓ Check external doors are locked.

### **4. Equipment**

- (a) The hirer shall specify equipment requirements and subject to availability these will be provided.
- (b) Approval is required where the hirer's equipment is intended to be used.

### **5. Security & Access**

- (a) Prior to the use of the facilities, acceptable arrangements must be made regarding access to the premises and other security. SRS Inc takes no responsibility for personal security of the hirer, or any employee of the hirer or any person on the premises by invitation or with the authority or permission of the hirer.
- (b) The hirer should familiarise themselves with the facilities prior to use.
- (c) SRS shall not be responsible for any property which the hirer or other persons connected with the organisation may bring into the facilities.
- (d) Organisers are financially responsible for any damage caused by the organiser's guests, invitees or other persons attending the meeting or function, whether in the meeting or training room or any other part of the building. Damages should be reported to SRS Reception 50221741 (BH 9.00am -4.30pm, M-F).

(e) SRS Inc is unable to accept any responsibility for loss of property before, during or after the meeting/function.

**6. Housekeeping**

(a) Smoking is not permitted in any of the hired facilities.

(b) Permission to consume alcohol is required by the hirer.

(c) Any unusual incident relating to the hired facilities is to be reported to the SRS Reception on the first working day following hire.

**(d) Hirers shall be responsible for provision of their own refreshments.**

(e) SRS does not have staff available to clean up after meetings/functions. It is the responsibility of users of the rooms to wash, dry and put away any dishes and return the room to its original setup (including the removal of rubbish).

(f) Hirers must be aware of and conform to the Emergency Evacuations Plan for the facility.