

Conditions of CONFERENCE Room Hire
Cameron Business Centre

8-10 Tobruk Road, Cameron Business Centre
P.O. Box 76, Jerramungup WA 6337
P: 08 9835 1630 F: 08 9835 1110
E: jerramungup.crc@jerramungupcrc.com.au

Name		Phone Number	
Business		Email	
Billing Address			

Booking Details

Date(s)	Times	to
Type of Usage <i>(please circle)</i>	Government or Out of Town Business	\$100.00 BOND REQUIRED <u>in advance</u>
	Not for Profit or Local Business	\$100.00 BOND REQUIRED <u>in advance</u>
	Organisation/Group Meeting or Activity Group	NO BOND REQUIRED
Set up or Equipment Requests (\$50 set up fee may apply)		

I agree to the conditions of hiring a meeting room at the Jerramungup Community Resource Centre, within the Cameron Business Centre.

Conditions being that the hirer agrees to:

1. Cover full costs of all repairs in the event that the meeting room, equipment or stock including projector, screen, whiteboards, artwork, stereo, etc is damaged in any way.
2. Replacement to the above mentioned equipment and stock in the event that it is damaged beyond repair.
3. The room is to be left as it was found, with any chairs and tables removed from the storeroom to be returned.
4. Tea and coffee facilities are included in the room hire. If the kitchen facilities are used please wash, dry and put away all items.
5. \$100 bond will be charged at the time of booking (if applicable) and will be refunded within 30 days of room hire date should all conditions be met. (EFT details: 306 -056 0045974; include name and 'BOND' in reference)
7. If facilities are not left clean and tidy, a \$50 clean up fee will be charged.
8. There is a \$50 cancellation fee if booking is not cancelled at least 24 hours prior to the booking date.

HIRER Signature	Date
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OFFICE USE ONLY	BOND PAID			BOND RETURNED		
		Cash	CHQ	online	Cash	CHQ
	Date:			Date:		

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