

**Conditions of SMALL OFFICE Hire**

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

<b>Name</b>		<b>Phone Number</b>	
<b>Business</b>		<b>Email</b>	
<b>Billing Address</b>			

**Booking Details**

Date(s)	Times	to
<b>Type of Usage</b> <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, Local Study or Activity Group	NO BOND REQUIRED
<b>Set up or Equipment Requests</b> (\$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 television, DVD player, satellite system or artwork, 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.
4. \$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)
6. If facilities are not left clean and tidy, a \$50 clean up fee will be charged.
7. There is a \$50 cancellation fee if booking is not cancelled at least 24 hours prior to the booking date.

<b>HIRER Signature</b>	<b>Date</b>
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OFFICE USE ONLY	BOND PAID			BOND RETURNED		
	Cash	CHQ	online	Cash	CHQ	online
<b>Date:</b>				<b>Date:</b>		

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