

# Occasional Venue Hire Booking Form 2022/2023

*Broome Lotteries House is a not-for-profit community centre located on Yawuru country, our halls are both fully equipped ready for your next conference, workshop, or event.*

*Both Hall 1 (Jurru) and hall 2 (Gulamana) are airconditioned for your comfort and contain kitchenettes, access to toilets and amenities, easy to use data equipment and roll way tables with stackable chairs. They can both accommodate up to 60 people comfortably.*

*Our Early Childhood Area is ideal for playgroups and various children's activities/workshops.*

*Our Boardroom is perfect for smaller group meetings or one on one sessions (up to 10 people)*

## Hirer Details:

<b>Name of organisation</b>		
<b>Contact person</b>		
<b>Phone Number</b>		
<b>email</b>		
<b>Purpose of venue hire</b>		
<b>Dates required</b>		
<b>Time required (include setup and pack down)</b>		
<b>NFP and hold charity status?</b>	<b>Y / N</b>	<b>(Please include certificate if yes)</b>

## Venue hire:

Hall 1	Cost	✓	Hall 2	Cost	✓	ECA	Cost	✓	Boardroom	Cost	✓
full day (4-8 hrs)	\$247.50		full day (4-8 hrs)	\$247.50		full day (4-8 hrs)	\$247.50		Full day (4-8 hrs)	\$204.50	
half day (1-4 hrs)	\$182.95		half day (1-4 hrs)	\$182.95		half day (1-4 hrs)	\$182.95		Half day (1-4 hrs)	\$140.25	
Additional hour(s)	\$26.90 p/h		Additional hour(s)	\$26.90 p/h		Additional hour(s)	\$26.90 p/h		Additional hours(s)	\$26.90 p/h	

## Extras:

Item	Cost	✓
Equipment hires (Urn, Wi-Fi, projector, and screen)	\$27 per session	
catering	See catering menu	

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## Conditions of Hire 2022/2023

Thank you for choosing Broome Lotteries House as your venue of choice for your event. To keep costs affordable for the community, we ask hirers please clean up after yourselves and abide by the following:

- please wipe down tables and chairs before putting away.
- **EMPTY ALL FOOD/DRINK FROM FRIDGE.**
- make sure all A/C's, lights and electronic equipment is turned off, bins thrown out in green bins located at the back of centre (lawned area), venue is locked and armed correctly.
- **Insurance coverage** is a full responsibility of the hirer, including public liability, copy of insurance must accompany this application
- It is expected that the hirer will set out and pack away the tables and chairs as required. Management may be able to organise an outside party to do so at an extra cost (please speak to management to see if available)
- Halls must be left clean and tidy with all tables and chairs rolled/stacked away on completion of each session unless discussed with management.
- Bins emptied, floors swept (mopped if needed) and surfaces wiped. Please turn off all air conditioners, lights, fans, urns etc - extra charges may apply if extra cleaning is needed and/or any electricity using appliances are left on
- Ensure all toilet areas are left clean and tidy.
- Please secure all doors before departure. This includes hire hall, kitchen, and toilets.
- Any damages incurred during the hire period including the repair and replacement of lost and or damaged equipment will be charged to the hirer. Please report any damages to the office or a committee member
- Agreed hire fee is to be paid in full prior to the function. If the fee is not paid before the due date, a one-off late fee of \$55 may be charged
- To ensure our centre sustains a peaceful, enjoyable environment for all, bookings must remain politically neutral. Campaigning and rally groups are recommended to find alternative hire.
- Cancellation Policy: Less than 5 days: 50%, No shows 100%

**Signature required:** I the hirer have read & understand the conditions of hire and agree to abide by them.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_