

FUNCTION ROOM/MEETING ROOMS/KITCHEN BOOKING FORM

CONTACT AND EVENT INFORMATION

Organisation Name			Booking Date		
ABN/ACN			Session/Time		
Type of organisation	Community <input type="checkbox"/>	Government <input type="checkbox"/>	Business <input type="checkbox"/>		

Hirer name					
Contact details	Phone (business hours)		Mobile		
	Email				
Postal Address					
	Suburb:		State:		Postcode:

Event Type e.g. community function, meeting, conference, youth event						Number of attendees
Scheduled Times	Start time			Finish time		
Room/s required	Function Room <input type="checkbox"/>	West Wing Meeting Room <input type="checkbox"/>	Harmony Training Room <input type="checkbox"/>	Diversity Meeting Room <input type="checkbox"/>	Kitchen <input type="checkbox"/>	Gallery <input type="checkbox"/>
Seating capacity	250 seated (theatre style), 150 seated (dining style), 300 standing. Round tables 16, rectangle tables 9, chairs 180	20 seated (theatre style), 15 seated, 25 standing, Boardroom table 1, chairs 20	60 seated (theatre style), 30 seated, 75 standing	20 seated (theatre style), 10 seated, 40 standing	N/A	70 standing

CHARGES (GST inclusive)

Session timings-Three sessions are available: **08:00-12:00 (Session 1); 13:00-17:00 (Session 2); 18:00-22:00 (Session 3)**. All confirmed bookings will incur a minimum fee of one session, **(Centre closes at 10.00pm)**

	FUNCTION ROOM	WEST WING MEETING ROOM	HARMONY TRAINING ROOM	DIVERSITY MEETING ROOM	KITCHEN	GALLERY
Not-for-Profit Community Organisation Rates	\$180.00 for session 1	\$40.00 for session 1	\$50.00 for session 1	\$30.00 for session 1	\$150 per booking	No Charge
	\$270.00 for session 2	\$60.00 for session 2	\$75.00 for session 2	\$45.00 for session 2		
	\$405.00 for session 3	\$90.00 for session 3	\$100.00 for session 3	\$70.00 for session 3		
Business Rates	\$200.00 for session 1	\$40.00 for session 1	\$50.00 for session 1	\$30.00 for session 1		
	\$360.00 for session 2	\$60.00 for session 2	\$75.00 for session 2	\$45.00 for session 2		
	\$540.00 for session 3	\$90.00 for session 3	\$100.00 for session 3	\$70.00 for session 3		
Government Rates	\$250 for session 1	\$40.00 for session 1	\$50.00 for session 1	\$30.00 for session 1		
	\$360 for session 2	\$60.00 for session 2	\$75.00 for session 2	\$45.00 for session 2		
	\$540.00 session 3	\$90.00 for session 3	\$100.00 for session 3	\$70.00 for session 3		
Additional equipment	<input type="checkbox"/> Lectern <input type="checkbox"/> Overhead projector		<input type="checkbox"/> Chairs _____ <input type="checkbox"/> Microphone		<input type="checkbox"/> Sound System <input type="checkbox"/> Others: _____	
Please note:	<p>Additional fees if you require room set up will be charged at \$48 ph (GST Inclusive) minimum four hours.</p> <p>For the kitchen hire upfront \$200.00 refundable deposit prior to use.</p> <p>Additional cleaning charges \$250.00 will be applied if the venue (including chairs, tables and equipment) is not left in a suitably clean condition. Repair or replacement of damaged items will be charged to the hirer.</p>					



Theo Notaras Multicultural Centre
 2nd Floor, North Building,
 180 London Circuit, Canberra City



PAYMENT OPTIONS

Cheque or money order	Make bank cheques or money order or organisation/agency cheques payable to the ACT CSD Operating Account
Electronic Funds Transfer (EFT)	Account name: ACT CSD Operating Account BSB: 032 777 Account number: 000129 Bank: Westpac Bank Reference: Invoice Number or Organisation Name

BUILDING ACCESS (to be arranged with the Centre Management)

IN CASE OF EMERGENCIES SUCH AS FIRE OR MEDICAL ASSISTANCE, PLEASE CALL 000.

FOR AFTER HOURS URGENT REPAIRS OR ISSUES CALL ACT PROPERTY GROUP CALL CENTRE 24/7, PHONE: 6213 0700.

SIGNATURE

<input type="checkbox"/> I have read and agree to the terms of the Multicultural Centre Function Room/Meeting Rooms/Gallery/Kitchen Hire Conditions and Agreement.		
<input type="checkbox"/> I have provided a current copy of the organisation's/agency's \$20 million public liability Insurance certificate.		
Printed Name: _____	Signed: _____	Date: _____
<p>PLEASE NOTE: THE BOOKING WILL NOT BE CONFIRMED UNTIL THE COMPLETED BOOKING FORM IS RECEIVED BY CENTRE MANAGEMENT.</p> <p>The completed and signed booking form can be provided to Centre Management by hand at:</p> <p>2nd Floor North Building 180 London Circuit CANBERRA CITY</p> <p>or, Email: <i>MulticulturalCentre@act.gov.au</i></p>		