

**Coomunga House**

**Meeting Rooms ENQUIRY FORM**

Please sign Terms and Conditions found overleaf NOTE: All details must be finalised at least 2 full business days before booking date.

Booking Details	
Company Name	
Contact Person	
Contact number	
Email Address	
Booking Date	
Number of attendees	

Invoice Details	
Company Name	
Postal Address	
Contact Person	
Contact number	
Email Address	

Equipment	
White board	
Flip chart	
TV / PowerPoint facilities	
Laptop	
Wi-Fi Internet	
Registration table	
Other (please specify)	

Room required	
Training Room 1 (8-20ppl)	
Co-Working (1-8ppl)	
Meeting Room 1 (2-6ppl)	
Meeting Room 2 (2-6ppl)	
Outside areas	
Quote accepted Yes / No	
Booking confirmed	

Room Set Up	
Board room	
U-shape r own	
Circular	
Theatre	
Catering	
Cake/slice (\$4.50pp)	
Other (please specify) <i>Tea, coffee, iced water and biscuits are complimentary</i> Other catering available on request (charges apply); or on request, you can organise your own.	

Schedule	
Facilitator arrival time	
Guest arrival time	
Finish time	
Quote required Yes / No	
Quote is valid for 30 days	

## Terms and Conditions (Booking)

### *Bookings*

Tentative bookings will be held for no longer than 10 working days unless agreed and advised in writing by Coomunga House. External areas may not provide shelter from heat and rain. There should be no assumption on behalf of hirers/users that a booking will be shifted inside the building in the case of unfavourable weather conditions.

### *Charges*

Prices are as quoted by Coomunga House. Prices are subject to change without notice. Quotes are based on the Hirer's booking specifications, confirmed prior with Coomunga House.

### *Cleaning*

The hirer is required to leave the area in a clean and tidy condition after the event. If additional staffing or cleaning is required to return the area to an acceptable condition additional charges may apply.

### *Cancellation*

If cancellation occurs less than 5 working days before the confirmed event the full cost of the hire will be invoiced, including any irrevocable costs incurred by Coomunga House.

### *Confirmation*

Once the enquiry form is received, to confirm your booking, please return by email.

### *Extended Time*

Coomunga House reserves the right to book clients' room hire 30 minutes apart. Clients wishing to extend must make changes through management. Extensions will depend upon availability.

### *Damage and Lost Property*

All clients' property or hired equipment is the responsibility of the hirer before, during and after the function. Displays and Exhibitions should be prepared and displayed to professional standards. The security of the display is the responsibility of the hirer/user. Coomunga House management assumes no responsibility for any loss or damage to displays. Coomunga House reserves the right to move or dismantle display or exhibition material if needs be. The Hirer/User will be notified as soon as possible if this occurs, and the materials or equipment will be placed in secure storage.

### *Smoking*

Smoking is not permitted anywhere inside the facility.

The Person Responsible for Hire of Facilities must ensure attendees do not:

- Use the premises for any purpose other than the permitted use;
- Damage, deface or obstruct any part of the premises;
- Cause any undue noise or any nuisance to any other occupant of the land;
- Carry out any illegal activity on the premises; and
- Allow drugs or weapons on the premises.

Coomunga House shall not be held responsible in any manner whatsoever for any legal liability, actions, claims, loss, demand or expenses whatsoever which may arise in respect of any: • death or personal injury (including disease or illness) to the Hirer/User and any person including an employee, student, representative or visitor of the Hirer/User; and • loss of or damage of any property whatsoever of the Hirer/User and any person including an employee, student, contractor or representative or visitor of the User whilst the user is occupying or using the Facilities.

\* I confirm that I have read, understood and accept the Terms and Conditions.

\* I understand that this request form is not confirmation of my bookings. (Please note that you may expect to be notified within 3-5 working days if your request has been approved.)

\*Questions - please contact Coomunga House.com before signing.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_