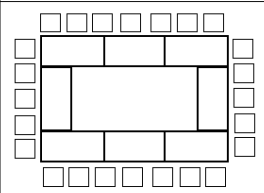
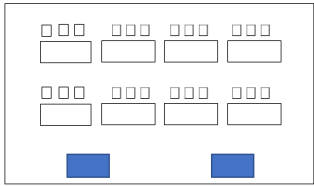
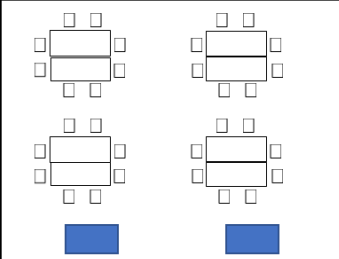
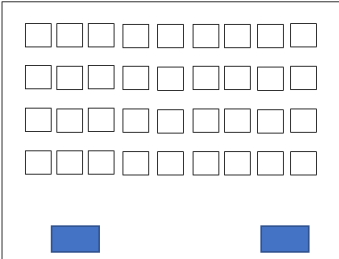


SNHN ROOM BOOKING REQUEST

Room Booking Details: (available Monday to Friday only)				Office use only (for Admin)	
Day & Date of function:				Available?: Y/N	
Name of function:				Email confirmation: Y/N	
Organisation name & address:				Chillidb & Book in Calendar: Y/N	
				Admin staff allocated: Y/N	
				Set up time booked: Y/N	
				Slide changer booked: Y/N	
				Afterhours access: Y/N	
				Afterhours aircon & Lights: Y/N	
				Booking form sent to Finance: Y/N	
Name of person requesting booking:		Phone:			
		Email:			
Room required & setup (tick box below):			BOARDROOM STYLE Training Room 1 or 2		CLASSROOM SYLE Training Rooms 1 & 2
Folding room divider between training rooms 1 and 2					
Room name	Set up style	Capacity	CLUSTER STYLE Training Rooms 1 & 2		THEATRE STYLE Training Rooms 1 & 2
<input type="checkbox"/> Boardroom	Boardroom	14			
<input type="checkbox"/> Training Room 1	Boardroom	12			
<input type="checkbox"/> Training Room 1	Classroom	24			
<input type="checkbox"/> Training Room 2 (city views)	Boardroom	12			
<input type="checkbox"/> Training Rooms 1 & 2	Cluster	32			
<input type="checkbox"/> Training Rooms 1 & 2	Theatre	36			
<input type="checkbox"/> Training Rooms 1 & 2	Boardroom	24			
COST:					
Boardroom or Training Room 1	<input type="checkbox"/> \$500	9am - 5pm	<input type="checkbox"/> \$700	5pm - 9pm	
Boardroom or Training Room 1	<input type="checkbox"/> \$300	9am - 1pm	<input type="checkbox"/> \$300	1pm - 5pm	
Training Room 2	<input type="checkbox"/> \$600	9am - 5pm	<input type="checkbox"/> \$800	5pm - 9pm	
Training Room 2	<input type="checkbox"/> \$400	9am - 1pm	<input type="checkbox"/> \$400	1pm - 5pm	
Training Rooms 1 & 2	<input type="checkbox"/> \$800	9am - 5pm	<input type="checkbox"/> \$1,000	5pm - 9pm	
Training Rooms 1 & 2	<input type="checkbox"/> \$600	9am - 1pm	<input type="checkbox"/> \$600	1 pm - 5pm	
Equipment required (included in price):					
<input type="checkbox"/> Lectern			<input type="checkbox"/> Laptop		
<input type="checkbox"/> Lapel mic (only for Training Room 1 and 2)			<input type="checkbox"/> Whiteboard		
<input type="checkbox"/> Flip chart			<input type="checkbox"/> Video conferencing (only available in Training Room 1 & Boardroom)		
<input type="checkbox"/> Audio visual			<input type="checkbox"/> Wi-fi access		
				<input type="checkbox"/> Spider phone (for teleconferencing)	
Access time from:		Function Start time:		Function Finish time:	
Number of attendees:					
CATERING - we do not provide catering, we supply only hot water, tea & coffee					
Catering company name:					
Catering phone number:		Delivery time for catering:			
Any other requirements?					

TERMS OF USE:

I, _____ (“organiser”) understand and acknowledge that:

- this agreement does not constitute endorsement of other commercial agreements with SNHN Limited (“SNHN”);
- due to building regulations & workplace health & safety standards, maximum seating capacities cannot be exceeded;
- this agreement does not include access to or use of the office space, including computers, printer & desk phones;
- the meeting space and surrounding areas must be left in the same condition they were in at the start of the hire or charges apply \$100 (see also catering section below);
- if equipment or furniture is damaged or lost, the organiser will have to pay for the repair or replacement;
- if the walls or carpet are damaged, the organiser is responsible for the costs associated to repair or replace; and
- the organiser is responsible for any loss, damage or theft for the duration of the booking period.

The cost of hire includes:

- Use of the meeting space
- Existing furniture
- Use of data projector, screen & laptop, whiteboard, Wi-Fi access, lectern, flip chart, video conferencing, lapel microphone
- Basic kitchen facilities, such as urn and microwave, cups, plates & cutlery

Payments

The organiser needs to pay invoices at least **2 working days** before the date of the scheduled event via direct deposit. If payment is not received, the booking will be cancelled, and the venue made available for other parties.

Cancellations

After receiving a booking confirmation, the organiser can still choose to cancel at no cost, provided at least 5 business days’ notice is given to SNHN. If the booking is cancelled by the organiser less than 5 business days before the booking date, the organiser will be charged the full fee.

All cancellations must be confirmed in writing—stating the function name, date and time—and must be received during office hours (9am–5pm).

Catering and kitchen facilities

The organiser is welcome to organise catering through a private business—however, this is entirely the responsibility of the organiser. **Alcohol is not permitted in any of the rooms.**

The organiser and the caterer will need to ensure that:

- all people providing catering comply with current workplace health and safety regulations;
- the urn and other powered items are switched **OFF** at the conclusion of the meeting;
- at the end of the event, food and catering materials are cleared away immediately, so that all areas are left clean and tidy—if not, a cleaning fee of \$100 will apply;
- stains on carpet are reported to conference room staff immediately; and
- no spills are left on tables or furniture.

You can use the kitchen (refrigerator, microwave). Food and beverages may be taken into booked rooms.

Risk and Indemnity

The organiser releases and indemnifies SNHN and its officers, servants and agents from and against all actions which may be brought against any of them by any person arising from:

- wilful or negligent acts or omissions by the organiser or of any person for whose conduct the organiser is liable,
- any wilful or negligent acts or omissions of the visitors, invitees or licensees of the organiser or
- death, injury, loss or damage suffered by the organiser or any of its servants, agents, invitees, or licensees except where the death, injury, loss or damage is caused by the negligence or other wrongful act or omission of SNHN, its officers, servants or agents.

Print Name: _____ Signature: _____ Date: _____

Email completed form to info@snhn.org.au or fax to 02 8088 4770.