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| **APPLICANT INFORMATION** (All fields must be complete) |
| Name of Organisation: |  |
| Name of Applicant: |  |
| Postal Address: |  |
| Email Address: |  |
| **YOUR BOOKING CONFIRMATION LETTER WILL BE SENT TO THE ABOVE EMAIL ADDRESS** |
| Telephone: | Work |  | Mobile |  | Other |  |

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| **VENUE HIRE – APPLICATION FORM** |

Kariyarra Aboriginal Corporation

23 Hamilton Road South Hedland, 6722 WA

Telephone: 91725525 Mobile: 0447337834

Email: admin@kariyarra.com.au

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| **APPLICANT INFORMATION** (All fields must be complete) |
| Name of Organisation: |
| Name of Applicant: |
| Postal Address: |
| Email Address: |
| **YOUR BOOKING CONFIRMATION LETTER WILL BE SENT TO THE ABOVE EMAIL ADDRESS** |
| Telephone: |
| **Booking details – Conference Room**  |
| Date Required: |  |
| Purpose of booking:  |  |
| Number of Persons: |  |
| Start Time: |  | Finish Time: |  |
| **EQUIPMENT HIRE –** Please indicate if you intend to use / hire any of the following |
| Data Projector and Screen  |  | White Board and Markers |  |
| Smart TV  |  | Flip Chart and Markers  |  |
| Photocopier |  |  |  |
| **CATERING**  |
| Catering can be arranged by Kariyarra from an external provider or you can arrange catering to be brought in, a setting up and cleaning fee will be incurred.  |
| Catering Required  | Yes |  | No |  |  |
| **METHOD OF PAYMENT** – Please indicate which payment method is preferred |
| Credit Card |  | Purchase Order |   | EFT |   | Direct Deposit  | Kariyarra Aboriginal Corporation – Comm Bank |
| BSB: 066 528 |
| Account: 10370197 |
| **Purchase Order Number:**  |
| **Credit Card:**  | VISA  |  | MASTERCARD |  |  |
| **Card Number:** |
| **Name on Card:** |
| **Expiry Date:**  | **CCV #:**  |
| **Signature:**  |

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| OFFICE USE ONLY |
| Reference # |  | Payment Method | EFT \_\_ Credit Card \_\_\_ PO \_\_\_\_ |
| Date Booking Received:  |  | Payment Processed Date |  |
| Date Confirmation Sent: |  |  |  |
| **VENUE HIRE – APPLICATION FORM** |



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| PRICING Indicate Requirements & Cost Total |
| **ROOM HIRE**  | FULL DAY: $400 – up to 8 HRS HALF DAY: $200HOURLY: $60 per hr Minimum 2 hrs  | $400 – Full Day$200 – Half Day$60 – Hourly  | $ |
|  | Data Projector & Screen | $100 Full Day$20 per hour  | $ |
|  | Smart TV  | $150 Full Day$30 per hour | $ |
|  | Colour Photocopier -paper and printing cost | 20 cents per sheet  | $ |
|  | Flip Chart and markers  | $30 | $ |
|  | Whiteboard and markers  | $10  | $ |
| **OTHER** | Coffee Machine, Tea, Water & Biscuits  | $20 pp full day $10 pp half day $5 pp per hour | $ |
|  | Set up and Clean up  | $100  | $ |
|  | Catering * Kariyarra to supply via external provider
* Company to provide catering

(set up and clean up charges apply) | $ | $  |
|  |  | All hire is subject to GST | Sub Total: GST: Total |
| Additional Requirements  |

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| Room Hire Terms and Conditions |
| **Bookings** * Forms must be read completed and signed in full.
* Use of equipment must be included on your booking form
* Room Hire can only be offered in agreement with our terms and conditions.
* We reserve the right to decline applications at our discretion.
* All cancellations must be submitted by phone or email.
* Failure to notify Kariyarra of your cancelled booking may result in 25% of the booking cost.
* All room hire fees must be paid in advance for one off Room Hires. No consecutive hire is offered
* Failure to pay invoices within 14 days of issue may result in a Late Payment Fee being charged and may result in cancellation of future bookings.

**Access** * Access arrangements are to be determined in consultation with Kariyarra venue hire organiser.

**Room Hire** * Room Hirers must have their own Public Liability Insurance
* Proof of current Police Check (**if applicable**) must be attached to this application.
* Proof of Working With Children Check (**if applicable**) must be attached to this application.
* Your booking time must include your setting up and packing away time. Rooms must be vacated on time.
* You may only use the room allocated to you. Accessing other rooms in Kariyarra building requires prior permission and
* discussion of use etc. breakaway area
* Respect other users of Kariyarra office space.
* If any damages to the building or property occur during your booking (or if you arrive and identify existing damage) it is essential for you to make detailed notes or take photographs
* The Room Hirer is responsible for paying any expenses due to damage to the building or equipment.
* Kariyarra equipment must only be used via prior arrangement as specified in the Hire Agreement and if used must be returned to a secure location. Loss of items may incur a charge at full replacement cost at the discretion of Kariyarra Office Manager and CEO.

**Hirers Obligation** * Noise must be kept to a respectable volume, particularly when other rooms are in use.
* Kariyarra is a SMOKE FREE ZONE. There is no smoking allowed in any part of the building, must use the external smoking area
* No naked flames are permitted.
* Children (if applicable) under the age of 16 must be supervised at all times.
* No alterations to the building, furniture arrangements or displays may be made without prior arrangement.
* The Hirer must:
* Leave the room in a clean and tidy state as it was when they arrive.
* Turn off lights, air-conditioning.
* Pack away furniture.
* Remove rubbish from the room or pay for cleaning fee on the booking sheet
* The Hirers must at all times in the course of the Hirer’s term conduct themselves in a manner that promotes and protects the image, reputation and good will of Kariyarra Aboriginal Corporation.
* In particular, Hirers must always:
* Be courteous and attentive to participants of their own activities and other users of the building.
* Co-operate and work well with Kariyarra Staff
* Act honestly and always in the best interests of Kariyarra Staff.
* Promptly follow all lawful and proper directions of Kariyarra Staff in respect to use of the premises.
* Punctually complete agreed tasks and carry out all the Duties carefully, responsibly and competently; and
* The Hirers must not:
* Smoke in the premises.
* Consume alcohol or take prohibited drugs in the premises.
* Be intoxicated or under the influence of prohibited drugs whilst on the premises.

**Occupational Health and Safety and Insurance** * Kariyarra Aboriginal Corporation takes its obligations in respect to Occupational Health and Safety (“OH&S”) seriously.
* Kariyarra staff to ensure that at all times it provides a safe and healthy work environment for all its Hirers, customers and visitors.
* The Hirer is invited to become involved in OH&S and to raise any issues relating to risks, hazards, safety or health that come to the Hirers attention.
* If the Hirer becomes aware of any circumstance hazard or conduct by any person that could give rise to a risk of injury or illness to any person then the Hirer should immediately inform the office staff, complete a hazard report form and lodge it with the staff.
* The Hirer will require their own professional indemnity/public liability insurance and must provide evidence of this prior to use of the premises. Kariyarra cannot be responsible for any injury caused by the negligence of the Hirer.
* The Venue is to be kept in a safe and clean condition at all times

**Termination of future bookings*** Either the Hirer or Kariyarra Aboriginal Corporation may terminate the Hirers future bookings by giving to the other written notice to that effect.
* Kariyarra may terminate the Hirers future bookings summarily and without notice if the Hirer engages in serious or wilful misconduct.
* The Hirer is subject to Kariyarra’s disciplinary and grievance procedures, which are set out in Kariyarra policies and procedures.
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