

Application For Hire

Suite 34, Level 3, 410 Church Street, Parramatta

Organisation			
ABN			
Contact Person			
Phone		Mobile	
Email			
Postal Address			
Are you a Non-Profit/Community Organisation?	Yes		No

Purpose of use			
Estimated Number of Attendees			

Room Required :			
Maria Lock Room		Elizabeth Macarthur Room	
James Ruse Room		Pemulwuy Room (computers)	
Maria and Elizabeth Combined			
Date		Start Time	Finish Time
Date		Start Time	Finish Time
Date		Start Time	Finish Time
Date		Start Time	Finish Time
Date		Start Time	Finish Time
OR Regular day each	Week	Fortnight	Month
From Date		Day/s	
Start time		Finish time	
Additional Information			

Room Configuration :			
Boardroom		U-Shape	
Classroom		Cabaret	
Workshop		Network/Exhibition (0 chairs/tables)	
Lecture/theatre		Other:	
Additional Information			

Please refer to our "Room Configurations diagrams"

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Extra Equipment/items:			
Pads & Pens (\$4/person)		Extra Chairs (No.)	
After Hours Access (Before 8am, After 5pm & Weekends) = \$30 open/\$30 close)		Extra Tables (No.)	
Other:			

Please note: All technical details are to be confirmed 3 business days prior to the commencement of the event. This includes items already included in the fee EG: Projector setup.

Catering			
Morning Tea (\$7.50/person)		Working Lunch (\$13/person)	
Afternoon Tea (\$7.50/person)		Juice/Soft drink (\$4/person)	
Other/Additional Information or Requirements:			

Please note: All catering details are to be confirmed 3 business days prior to the commencement of the event.

Conditions of Hire
<p>The following is a summary of the normal terms and conditions of hiring facilities within The Parramatta College(TPC):</p> <p>The hirer shall:</p> <ol style="list-style-type: none"> 1. Be at least 18 years of age. 2. Not cancel the booking within 1 week of the event – otherwise the 25% deposit will not be refunded. 3. Confirm all technical, schedule and catering details 3 days prior to the commencement of the event. 4. Be responsible for the safety and conduct of each and every person in attendance at their event or activity. 5. Take out and keep in force with an insurance company an appropriate insurance policy. 6. Take out and will keep in force an appropriate worker's compensation policy in respect of any employees of theirs who are employed in connection with use of the site and equipment for this booking. <p>Inside the building and room hired the hirer shall:</p> <ol style="list-style-type: none"> 1. Take note of Fire Evacuation Plan displayed in the "Important Information" folder. Fire exit doors must be kept clear at all times. 2. Respect other users and tenants within the building. Abide by the NO SMOKING policy inside the building. 3. Not tamper with any device or system designed for use in an emergency, such as fire extinguishers or 4. fire hose reels 5. Report any safety issues or identified hazards to TPC. 6. Not use glitter, confetti or similar inside the rooms or surrounding areas. 7. Not use thumbtacks, staples, sticky tape or similar to fasten display material on walls. The hirer will be responsible for all damage caused to the venue by the placement or removal of items. 8. Consider other tenants and keep noise levels to a reasonable level. 9. Not consume or sell alcohol on site 10. Be responsible for the security of the building throughout the hire period and not attempt to enter any room other than the room and areas allocated. 11. Be responsible for the full replacement costs of any breakages or damages to the building, its fittings and contents (including equipment) and the surrounding grounds. Breakages must be reported to TPC at the time. <p>Before Leaving the hirer shall:</p> <ol style="list-style-type: none"> 1. Remove all personal possessions from the rooms. <p>NOTE: TPC reserves the right to:</p> <ul style="list-style-type: none"> - Change the conditions of hire - Deny access to any individual or organisation (its members and/ or staff) - To terminate any agreement, with any individual or organisation, (its members and/or staff) at any time. <p>In the event of a dispute or a difference arising as to the interpretation of conditions in this agreement, the decision of the Chief Executive Officer of The Parramatta College shall be final.</p>

Please sign over the page

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Undertaking by Hirer

The hirer agrees to occupy and use the premises at the risk of the hirer and hereby releases to the full extent permitted by law The Parramatta College and its agents, contractors and employees from all claims and demands of every kind resulting from any accident, damage, loss or injury occurring to person or property.

The hirer shall take out and keep in force with an insurance company an appropriate insurance policy.

The hirer shall take out and will keep in force an appropriate worker's compensation policy with a licensed insurer under the Workers Compensation Act, 1987 in respect of any employees of theirs who are employed in connection with use of the premises and equipment pursuant to the terms of this booking.

I have read and understand and accept the Conditions of Hire.

I have the authority to sign this form on behalf of the organisation I represent.

Name	
Signature	
Date	
How did you hear about us?	

Please print, sign, and scan/email or post back this document.

E: bookings@parramattacollege.com.au

Post: PO Box 2261, North Parramatta, 1750

OFFICE USE ONLY

Payment Details/Office Use (25% deposit must be paid to confirm the booking)

Room Hire Cost (incl GST): \$ _____

Extra items Cost: \$ _____

Catering Cost \$ _____

Total \$ _____

25% Deposit \$ _____

BOOKING ID: _____



T 02 9687 2072

W parramattacollege.com.au