

## Occasional Room Hire Booking Form 2018/19

Organisation \_\_\_\_\_

Contact Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Phone / Mobile \_\_\_\_\_

Email \_\_\_\_\_

Booking Contact Name (if different from above) \_\_\_\_\_

Phone / Mobile \_\_\_\_\_

### EVENT DETAILS

---



---



---



---

### DATE/S

Session Time	Monday – Friday		Saturday	
	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
<input type="checkbox"/> 9.30am – 12.30pm			<input type="checkbox"/> 10am – 12.30pm	
<input type="checkbox"/> 1pm – 4pm			<input type="checkbox"/> 12.30pm – 3pm	
<input type="checkbox"/> From 4.30pm by request			<input type="checkbox"/> From 3.30pm by request	
<input type="checkbox"/> All day – up to 3 sessions			<input type="checkbox"/> All day – up to 3 sessions	

Number of people expected

**ROOM**

- Large Meeting Room/Concert Room
- Art Room
- Courtyard Studio
- Annex

**Public Liability Insurance attached?**

**YES**

**NO**

---

---

**TERMS & CONDITIONS OF ROOM USE at the VANCOUVER ARTS CENTRE**

1. No alterations are to be made to the fabric of the building and nothing adhered to the paintwork. Damage will incur repair charges.
2. No smoking is permitted within the building, or within 5 metres of the building.
3. Charges are set by the City of Albany in July each year, fees may be adjusted accordingly.
4. Set up and pack down of the room is the hirer's responsibility. Rooms are to be left clean and returned to their original state.
5. For after hours issues contact Southcoast Security 24hr Night Watch on 0417 964 102.
6. Equipment to be handled with care as damage incurred during hire will be charged to the customer.
7. Customers are NOT to park in the disabled bay area unless displaying an ACROD sticker.
8. Customers to vacate rooms within the allocated session time.
9. If you are given keys, lost keys will incur a fee. Keys remain the responsibility of the hirer named on this form.
10. Refunds for cancellations are only issued in extenuating circumstances after approval by the VAC.

**By signing below, I acknowledge that I have read and agree to the terms and conditions above.**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_