

Application for Hire of Facilities and / or Equipment

HIRER DETAILS

Company:			
Postal Address:			
ABN:		Contact:	
Phone:		Fax:	
Mobile:		Email:	

ROOM DETAILS

Room/s allocated: (please tick)	Training Room 1		Number/s expected:	
	Training Room 2			
	Training Room 3			
Date/s required:			Time/s required:	
Other Equipment:			Comments:	

COST SUMMARY

Room Hire Charge:	\$	
Equipment Hire Charge:	\$	
Catering Charge:	\$	
Other charge/s:	\$	
TOTAL	\$	

Name:	
Signature:	
Date:	

In signing this form, you agree that you have read and understood the 'Conditions of the Hire' and agree to abide by them without reservation.

PLEASE NOTE – Bookings and hire will remain tentative until the return of the completed "Application for Hire of Facilities and / or Equipment" form and a Purchase Order, where applicable.

Room/s & Equipment checked before hire	YES	NO	Comments
Room/s & Equipment checked after hire	YES	NO	Comments

Conditions of Hire of Facilities and / or Equipment

The following conditions apply to all equipment, facilities and property of Dedicated Training & Consulting Group:

1. The hirer and / or their agent agree to reimburse Dedicated for any costs incurred for the repair or replacement for any damage caused to facilities, equipment or furniture.
2. Premises must be left in the condition in which it was found. Failure to leave premises in a satisfactory condition will necessitate additional charges for cleaning at a rate of \$25.00 / hour (including GST). NOTE – penalty rates will apply for weekends and public holidays.
3. The facilities shall only be used for the purpose's which they are approved. Failure to comply with this condition may result in future applications being refused, as well as the immediate withdrawal of the current approval.
4. No electrical equipment other than that approved by Dedicated Training is to be connected to any circuit without prior written approval. All relevant equipment must be tagged and tested with a current test-tag attached.
5. No fixed item of furniture, fitting and equipment may be moved from its fixed position without prior approval. Any unfixed item of furniture, fitting and equipment moved by the hirer and / or its agent must be returned to its original position.
6. The hirer and / or its agent shall ensure that all exit doors are freely accessible for emergency use at all times.
7. No food or drink shall be brought in or consumed at anytime in the Training Rooms except water.
8. This is a non smoking premises therefore as a condition of hire smoking is not allowed. If you wish to smoke you may do so out the front so long as the provided butt bins are used correctly.
9. No animals (Seeing Eye dogs are accepted), corrosive or dangerous material of any kind shall be taken into any part of the premises without prior written approval.
10. No fittings, display material and equipment of any kind shall be fixed temporarily or permanently to the walls, ceilings or floor of the premises, or to any furniture and equipment within the premises without prior written approval.
11. The hirer and / or its agents may operate only electrical power, lighting and audiovisual controls that are within the hired facility or external to the hired equipment.
12. In the event of any problems in relation to the use Dedicated Training's facilities, the hirer and / or its agent should contact the office on (07) 4030 1111 during office hours or mobile 0407 314 091 after hours.

Cancellation / Refund Policy

In the event of cancellation, a minimum of forty-eight (48) hours notice is required, in which a refund of monies paid will be awarded less 25% for administration. If less than forty-eight (48) hours notice is given then a refund of monies paid will be awarded less 50% to cover administration and any other incurred costs. No refund will be awarded for non-attendance on the day, however in the case of extenuating circumstances a full refund may be given, less 25% for administration charges, at management's discretion.