

46 Blackwood Road, Greenbushes  
WA 6254  
Ph: 08 9764 3575  
Email:  
[reception@greenbushescrc.net.au](mailto:reception@greenbushescrc.net.au)



# ROOM HIRE AGREEMENT

Customer/ Business Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Hire Date and Time Required: \_\_\_\_\_ ABN: \_\_\_\_\_

Please circle the applicable room rate

INCLUDING EQUIPMENT USE	MEMBER	NON-MEMBER
<b>Video Conference / Small meeting room</b> Seats 6 comfortably - 10am to 3pm <i>(* Available for after-hours and at an hourly rate. Conditions Apply)</i> <b>(After-Hours rates)</b>	\$80  (\$150)	\$110  (\$200)
<b>Training Room / Large Meeting Room</b> <i>(Available for after-hours and at an hourly rate. Price on Application)</i> 8x4 seater tables – 29 chairs – Projector & a conference speaker available on request Includes access to tea and coffee making facilities*, kitchenette, toilets, and Wi-Fi service. <b>Please BYO LAPTOP &amp; CLICKER (if required).</b>	\$130	\$160
	<b>Key and cleaning after-hours \$50.00 refundable bond</b>	
<b>Training/Meeting Rooms -</b> <b>Special Rate for Community Groups</b>	\$50	\$100
<b>Health and Wellness Room</b>	POA	POA

Special Instructions (number of persons/ room layout/equipment needs): \_\_\_\_\_

\*Please note we have an **ESPRESSO COFFEE MACHINE at \$4.00/cup**. Please state number of coffee tokens you wish to purchase for use on the day: \_\_\_\_\_

Please return completed form to the us in person or email to: [reception@greenbushescrc.net.au](mailto:reception@greenbushescrc.net.au)

**Payment can be made by cash, cheque or via direct deposit to:** Greenbushes Community Resource Centre  
Westpac BSB: 03 6 – 1 2 1 A/C: 1 5 8 1 4 0

Purchase Order Number (If applicable): \_\_\_\_\_

**Account details for after-hours bond to be refunded into:** \_\_\_\_\_

## Conditions of booking

- Due to the high demand of our facilities, we require 5 business days cancellation notice. Cancellation with-in the five business days, full fees will be charged.  
Due to items being accidentally taken (i.e. laptop chargers and clickers) we can no longer supply these – the hirer understands that they are required to bring their own laptop, devices and clicker for presentations.
- Please ensure the room is left in a clean and presentable manner. Please put rubbish in the bins and if using the kitchen area please do the dishes and wipe up any mess. Failure to do so will result in a \$50.00 cleaning fee and additional fees may also apply for any damages caused.
- For after-hours use I understand that if the premises is not left in a good condition the after-hours bond will not be refunded.
- The Greenbushes CRC is a smoke free zone in all areas of our buildings including in the kitchen and toilet areas. Please ensure that smoking is done outside the front of the building or in the designated area at the rear of our buildings. Failure to do so will result in a \$50.00 cleaning fee and additional fees may also apply for any damages caused.
- Collection of keys for access of the Training room/large meeting room is the responsibility of the hirer and must be organised during the business hours of the CRC. Keys to be returned on the first working day after the event or at a time/location organised with the CRC.

I have read and agree to the above conditions.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_