

Application For Hire



Organisation			
ABN			
Contact Person			
Phone		Mobile	
Email			
Postal Address			

Purpose of use			
Estimated Number of Attendees			

Room Required :							
Training room only				Computers and projector			
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"

Extra Equipment/items:			
Pads & Pens (\$4/person)		Extra Chairs (No.)	
After Hours Access > 5pm (\$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.

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Catering	
Lunch sandwiches and wraps (\$15.00/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 BCC Institute):</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. Not interfere in any way with BCCI operations on the premises.5. Be responsible for the safety and conduct of each and every person in attendance at their event or activity.6. Be responsible for damage to the premises, fixtures, furniture and equipment caused by the hirer and must be borne by hirer. BCCI has the option of arranging for repairs to be effected and requiring the hirer to meet the cost incurred.7. Take out and keep in force with an insurance company an appropriate insurance policy.8. 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:</p> <ol style="list-style-type: none">9. Shall be aware that any sundries including photocopying and printing will incur additional charges of 15 cents for black and white and 50c for colour.10. Shall not make any structural alterations of any kind to the premises.11. Will promptly accede to any reasonable request concerning the use of the premises made by BCCI and will ensure that the premises are vacated on or before the appointed time.12. Hereby indemnifies BCCI for all legal liability for loss, damages, actions, proceedings, claims, cost or expense in respect of an injury to any person or of the death of any person or of damage to the prescribed premises and BCCI property or of any infringement, disturbance or destruction of any rights of any person or corporate body arising in any way directly or indirectly from your organisation of their training activities in or on the prescribed premises.13. Agrees to occupy and use the BCCI premises and equipment at its own risk and to the full extent permitted by law releases BCCI from all claims and demands resulting from any accident, damage or injury occurring at the premises. BCCI shall have no responsibility or liability for any loss of or damage to the equipment of your organisation at the premises. <p>Before leaving the hirer shall:</p> <ol style="list-style-type: none">14. Remove all personal possessions from the rooms. <p>NOTE: BCCI reserves the right to:</p> <ol style="list-style-type: none">15. Change the conditions of hire16. Deny access to any individual or organisation (its members and/ or staff)17. 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 BCC Institute 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 BCC Institute 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 maintain a broad form contractual third-party liability insurance (also known as Public Liability insurance and Legal Liability insurance) providing coverage of at least 10 million.

The hirer shall take out and will keep in force an appropriate Workers Compensation Insurance coverage with a licensed insurer under the Workers Compensation Act 1987 in respect of any employees of your organisation who are employed in connection with the use of BCCI's premises and equipment.

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

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

E: info@bcc.edu.au

Post: PO Box 3004, Bankstown Square NSW 2200

OFFICE USE ONLY

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

Room Hire Cost (excl GST): \$ _____

Extra items Cost: \$ _____

Catering Cost \$ _____

Total \$ _____

25% Deposit \$ _____

BOOKING ID: _____