



Dalwallinu Community Resource Centre

Meeting Room Hire – Booking Form

INVOICING DETAILS

Company Name:			
Contact Person:		Phone:	
		Email:	
Postal Address:			
ABN:		Purchase Order No.	

BOOKING DETAILS

Event:			
Date Required:	Start Time:	Est. Finish Time:	Actual Finish Time:
	Pleaser indicate what services are required to be set up:		Price
Room Hire	Room Hire Only	- Half Day: \$50.00 - Full Day: \$75.00	
	Projector & Screen	Incl. In Hire	
	WiFi for Personal Devices	3 x 1-hour Vouchers Incl. In Hire Additional Vouchers available for Retail Purchase: - 30 Min: \$1.00 - 1 Hour: \$2.00 - 2 Hour: \$4.00	
	Videoconferencing - Webcam - Microphone - Laptop w/ HDMI Cable	Incl. in Hire	
	Whiteboard & Markers		
			Total

Signed:	Date:
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Please note that Daily Hire may only occur within DCRC Opening Hours unless by prior arrangement:

- Monday to Thursday: 9:00am to 4:30pm and
- Friday: 9:00am to 1:00pm (only Half-Day Hire available).

Please read the Terms of Hire before signing the Room Hire Schedule. All prices include GST.

Please submit your completed Room Hire Form no later than 1 week prior to expected booking date to the Dalwallinu Community Resource Centre at coordinator@dalwallinucrc.net.au to ensure Reservation Confirmation.

Upon Reservation Confirmation, a **25% Deposit of Total Hire** is required to be made by Cash, Credit Card or Direct Deposit with Remittance. This Deposit will be deducted from the Final Invoice. In turn, it may be withheld in the event of Equipment Damage.