

Newman House Function Room Hire Application

Newman House: 15 Iron Ore Pde, Newman WA, 6753 – Ph: (08) 9175 0017

Applicant Details:

Name of Organisation: _____
 Contact name: _____ Purchase Order: _____
 Address: _____
 Suburb: _____ Post Code: _____
 Phone: _____ Fax: _____
 Email: _____ ABN: _____

Function Details:

Title of Function: _____
 Date required: _____ Number of attendees: _____
 Arrival time: _____ Departure time: _____

Timeframe of booking *(please circle)*

	Not for Profit - \$			Commercial - \$		
	Hourly	4 hours	8 hours	Hourly	4 hours	8 hours
Small room (12 pax) (room size 9.24m ²)	24.00	86.40	172.80	40.00	144.00	288.00
Large room (35 pax) (room size 14.42m ²)	33.00	118.80	237.60	55.00	198.00	396.00
Both rooms (50 pax) (room size 23.66m ²)	45.00	162.00	324.00	75.00	270.00	540.00

Room requirement and Conditions: *(please tick)*

- Standard equipment supplied will be tables, chairs and power cords.
 - Organisation responsible for setting up & cleaning up of Room/s
 - Organisation responsible for arranging any catering of food requirements
 - Newman House Phone Number for teleconference - 9175 5735
 - Hirer's responsibility for teleconference account
- Conference phone - \$50 daily Four Screen Electronic White Board with Printer - \$50 daily
 Video Conference - \$25 hourly PA system with wireless microphones - \$50 daily
 Smart Board - \$50 daily Projector and Screen - \$50 daily
 Tea/Coffee/Water - \$5 per person Whiteboard

Room Set Up *(please tick)*

- U Shape Boardroom Groups Classroom

Facility Hire Conditions:

The room is hired with the understanding that the following conditions apply:

- Rooms are to be left in a clean and tidy condition.
- Any damage or loss of equipment during hire will incur additional fees to be repaired or replaced.
- There is no access to the Staff Lunchroom and Staff outside Area. The bathrooms can be accessed by following the corridors.
- The Kitchen may be used for Meal Preparation, but must be left clean and tidy with dishes washed, dried and put away.
- Tenants, clients and public are to supervise children at all times internally and externally at the facility, for consideration for other users of the centre.

Cancellations:

- If less than 3 days notice of cancellation/change of date is given a 50% fee of full booking costs may be charged.
- If 24 hours or less/no notice of cancellation/change of date is given full booking costs may be charged.
- All cancellations/changes to dates are to be in writing and sent to fao@eastpilbara.wa.gov.au

Indemnification:

Upon acceptance of the hiring, the hirer undertakes to indemnify the Shire of East Pilbara – Newman House against all claims which may be made against it for damages or otherwise, in respect of any loss, damage or injury caused by, or in the course of, or arising out of the hiring of the facility, during all periods when such facility is in hire.

I agree that I have read, fully understand and agree to abide by the conditions stated above.

Applicant signature: _____ Date: _____

Internal Use Only:

Newman House Manager

Forward completed form to Customer Service Administration Officer – Facilities fao@eastpilbara.wa.gov.au

Booking Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date: _____
Applicant Advised	<input type="checkbox"/> Yes		Date: _____
Booking Entered into Calendar	<input type="checkbox"/> Yes		
Amount \$ _____	Purchase Order # _____		Date to SoEP _____

NH Manager Signature: _____

Shire of East Pilbara:

Booking Confirmation	<input type="checkbox"/> Yes
Booking Entered into Calendar	<input type="checkbox"/> Yes
Emailed Confirmation to Hirer	<input type="checkbox"/> Yes
Scanned Documents & Save	<input type="checkbox"/> Yes

Invoice Details:

Amount \$ _____	Invoice # _____
	Date: _____

Cancellation:

Cancellation Date: _____	Amount \$ _____
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SoEP Staff Member:

Name: _____

Signature _____ Date: _____