

Booking Details	
Company Name	
Contact Person & Number	
Email Address	
Booking Date	
Number of attendees	

Invoicing Details	
Company Name	
ABN	
Contact Person & Number	
Postal Address	
Email Address	

Equipment (please indicate all required)	
White board	
Flip chart \$POA	
Data Projector \$POA	
Laptop \$POA	
Speakers	
Wi-Fi Internet	
Registration table	
Microphone and Speaker	
Note pad and pen \$2pp	

Room setup	
Board room	
U-shape	
Small Groups/Cabaret	
Theatre	
Refreshments	
Tea/coffee/water/mints	Complimentary
Morning/afternoon tea \$POA	
Lunch \$POA	
Percolated Coffee \$POA	

Schedule	
Facilitator arrival time	
Guest arrival time	
Finish time	

Catering (please tick applicable)	
ABH to organise (charges apply)	
Client to organise own	Not required

Quote required	Yes / No
Quote is valid for 30 days	
Quote accepted	Yes / No
Booking confirmed	Yes / No

Room required	
Training Room 1 (8-60ppl)	
Business Lounge (6-36ppl)	
Board Room (2-10ppl)	
Meeting Room (2-6ppl)	
Casual Workspace (1-2ppl)	

Please sign Terms and Conditions found overleaf

**NOTE:** All details must be finalised at least 2 full business days before booking date.

[www.adelaidebusinesshub.com.au](http://www.adelaidebusinesshub.com.au)

## Booking Form

### Terms and Conditions

#### **Bookings**

Tentative bookings will be held for no longer than 10 working days unless agreed and advised in writing by Adelaide Business Hub.

#### **Charges**

Prices are as quoted by Adelaide Business Hub. Quotes are based on the clients booking specifications and will be confirmed prior to the booking.

You will be invoiced prior to your booking with payment to be made upon receipt of invoice. If you have any queries, please advise.

#### **Cleaning**

The hirer is required to leave the area in a clean and tidy condition after the event. If additional staffing or cleaning is required to return the area to an acceptable condition additional charges may apply.

#### **Cancellation**

If cancellation occurs less than 5 working days before the confirmed event the full cost of the hire will be invoiced, including any irrevocable costs incurred by Adelaide Business Hub.

#### **Extended Time**

Adelaide Business Hub reserves the right to book clients' room hire 30 minutes apart. Clients wishing to extend must make changes through reception. Extensions will depend on availability, and additional costs for out of office hours will be incurred. \$60 per hour.

#### **Damage & Lost Property**

All client's property or hired equipment is the responsibility of the client before, during and after the function. The Hirer is responsible for the conduct of all attendees and if children are present they are to be adequately supervised at all times. The costs incurred for any damage caused by any person in attendance during the hire period will be the responsibility of the client.

#### **The Client must ensure attendees do not:**

- Use the premises for any purpose other than the permitted use
- Damage, deface or obstruct any part of the premises
- Cause any undue noise or any nuisance to any other tenant of the building
- Carry out any illegal activity on the premises
- Allow drugs, weapons or alcohol on the premises
- Smoke anywhere inside the facility or near the building doorways

#### **Applicable for long term/regular bookings only, Reception will advise if it applies**

##### **Public Liability Insurance**

Regular clients must at their own expense hold and maintain at all relevant times a Public Liability Policy insurance cover with a minimum limit of \$10,000,000 (ten million) for any one claim. A copy of the Certificate of Currency for this policy must be provided to ABH prior to commencement of the hire period.

##### **Bond**

**A \$220.00 Refundable Bond** will be invoiced before the first booking commencement date and is payable within 14 days. The bond covers any after hours' security call outs to the premises due to the client not vacating the premises by the agreed time. The bond also covers any additional cleaning costs as per below. The Refundable bond will be reimbursed within 14 days of completion of the last booking less any expenses incurred.

\*Any questions please contact us on (08) 8440 2400 or [reception@adelaidebusinesshub.com.au](mailto:reception@adelaidebusinesshub.com.au)

Name \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_

*\*NB : Definition of Client is the company and/or person who has authorised the booking or is facilitating the session/s\**

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