

Daily Workspace Booking Form	
Company Name	
ABN	
Contact Person	
Contact Number	
Billing Address	
Email Address	
Booking Date/s	

Agreed Terms and Conditions	
Casual Workspace	9am -4.00pm daily.
Cost	\$55.00 per day, Paid on the day by Eftpos at reception prior to leaving.
Cancellation Policy	No cancellation fee
Inclusions	Use of main kitchen, tea, coffee, water and wifi
Damage and Lost Property	All client's property or hired equipment is the responsibility of the client before, during and after the booking. The Hirer is responsible for the conduct of any other attendees present. The costs incurred for any damage caused by any person in attendance during the hire period will be the responsibility of the client.
WHS Compliance	The client agrees to abide by the WHS procedures provided (once) at the time of (first) booking commencement.
Public Liability Insurance	If the client is hiring space consistently and regularly, please confirm that Public Liability insurance cover with a minimum limit of \$20 million for any one claim is current.
Cleaning	The hirer is required to leave the area in a clean and tidy condition after use. If cleaning is required to return the area to an acceptable condition, charges may apply.

**The Client must ensure anyone accompanying does 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

Name:

Signature:

Date: