



Room Booking Form

Contact and Event Information

Name of Group: _____

Contact Person: _____

Email Address: _____

Preferred Phone: _____ Alternate Phone: _____

Name of Event: _____ # of People Attending: _____

Date/Time of Event: _____

Is it a recurring event?* Yes (Please specify weekly, monthly, etc.) _____ No

Room and Resource Request

Please select all the rooms and resources that your group is requesting. The Policies that govern the use of that space/resource are linked below (hard copy on request). All outside groups using the space are required to carry Public Liability Insurance.

Rooms (use of the Church Building requires approval by the Church Minister and/or Session of Elders)

- | | | |
|--|---|---|
| <input type="checkbox"/> M1 (Ground Floor) | <input type="checkbox"/> M3 (Mezzanine Floor) | <input type="checkbox"/> M2 (behind church) |
| <input type="checkbox"/> Entrance Lobby | <input type="checkbox"/> M4: (Level 1 Rooms: A, B, C) | <input type="checkbox"/> Hall (Level 1) |
| <input type="checkbox"/> Mezzanine | <input type="checkbox"/> Level 1 Lobby | <input type="checkbox"/> Forecourt |

Refer to Schedule of Fees below: Bold (Large 75-200p); Italic (Medium (15-75p)); Regular (small: up to 15p)

AV Resources (use of the sound equipment* requires hiring a sound tech at \$50/hr with a minimum of 3 hrs)

- | | | |
|---|---|---|
| <input type="checkbox"/> Whiteboard: _____ (#, max 2) | <input type="checkbox"/> Projector | <input type="checkbox"/> Flipchart Easel (paper not supplied) |
| <input type="checkbox"/> Mobile TV/DVD player | <input type="checkbox"/> Projector Screen | <input type="checkbox"/> Sound Recorder* |
| <input type="checkbox"/> Sound Mixer* | <input type="checkbox"/> Microphones: _____ (#) | <input type="checkbox"/> Other _____ |

Room Set Up (if applicable; setup and take down are your responsibility unless you pay additional \$20 setup fee)

- | | | |
|---|--|---|
| <input type="checkbox"/> Boardroom Style | <input type="checkbox"/> U-Shaped Conference | <input type="checkbox"/> Banquet Style (large round tables) |
| <input type="checkbox"/> Cabaret Style (small round tables) | <input type="checkbox"/> Theatre Style | <input type="checkbox"/> Other _____ |

Catering Resources

- Large Coffee Urn* (up to 100 cups)
 Small Coffee Urn* (up to 40 cups)
 Hot Water Urn*
 Coffee/Tea Service (\$)
 Morning/Afternoon Tea (\$)
 Sandwich/Wrap/Sushi Luncheon (\$)
 Breakfast Buffet (\$)
 Light Supper (\$)
 Fruit and Cheese Platter (\$)

* These resources must be cleaned and returned in the condition that they are found. Provide your own paper goods, coffee, tea and cream/sugar.

\$ = See Catering Menu by [UrbanQ](#) to coordinate delivery of these items directly from them.

Room Booking Agreement

To confirm your booking, we require a signed copy of this Room Booking Agreement along with proof of public liability insurance. Please read the Policies regarding use of the rooms and resources you have requested (linked above). By signing this Agreement, you consent to abide by those Policies, including the following:

1. You assume responsibility for all damage caused by you and the people attending your function.
2. You assume responsibility for the damage or loss of any attendees' property in the rooms before, during or after an event.
3. You are responsible to conduct your event in an orderly manner and in full compliance with all applicable laws.
4. You will return the room to the condition that you found it (unless you have paid the \$20 setup fee).
5. If food and/or drink is served, it must be removed after the event. Rubbish should be taken to the bin on B1.
6. If you book a room After Hours, you will need an access card (\$20 refundable fee). The access card must be returned by 10am the next working day after the event (unless by prior written agreement).
7. You understand there is no parking for visitors (unless by prior written agreement). Public transportation is within short walking distance and the King George Square carpark is a short walking distance.

I agree to use only the rooms and resources listed above, to abide by the Policies regarding use of those rooms/resources, as well as policies listed above, to take responsibility for any emergency or evacuation procedures (and have been shown where to go and what to do). For recurring bookings, I understand that the agreement can be terminated with a month's notice by either party and that the fees are reviewed annually in November for the following year's bookings.

Name: _____ Signature: _____ Date: _____

Fees: _____ Room Booking Fee (Schedule of Fees below)
 _____ Cleaning Fee
 _____ Sound Tech (\$50/hr, minimum 3 hours)
 _____ Security Access Card (\$20/card, refundable upon return)
 _____ Room Setup Fee (\$20, optional)
 _____ Total

Schedule of Room Booking Fees

Meeting Room Size	One-Time Use Hourly Rate	Recurring Use Hourly Rate	Full Day
Small	\$25*	\$20*	\$80*
Medium	\$75*	\$60*	\$350*
Large	\$150*	\$125*	\$600*

*Fees are discounted 20% for church members booking the room for work/profit use. **Fees are waived for Christian organizations sanctioned by the Minister and/or Session (although additional room setup or cleaning fees may apply) as well as for church members booking the room for not-for-profit/personal functions.** Fees are reviewed in Nov.

Send this form to: Trust Facilities Manager at facilities.manager@annstreetpctrust.org.au. Once your booking is confirmed, you will receive a confirmation email and invoice (if applicable) with payment details.

Office Details:
 Copy of Policies
 A/C
 Security
 Access Card
 Email Confirmation
 Invoice Sent
 Paid
 Public Liability Insurance
 Access Card Returned