



### Event Details

Date of Booking  Start  am/pm Finish  am/pm

Date & Time of Event

Which room?  Meeting Room (60p max)  Board Room (14p max)

Number of Attendees

Meeting Room  Horseshoe (25 ppl max)  Rectangle Workgroups

(semi enclosed)  Theatre (45-50 ppl max)  Other - Call **4211 0601**

Meeting Room NGO

No catering Hot or cold food? Arriving at  am/pm

Self catering

~~IAC caters (at cost price plus \$55 admin fee inc GST)~~

### Catering

Type of Catering

Delivery  am/pm Budget  Budget is  Max  Approx

Food Preferences or Special dietary needs

**Your Organisation**

Name of your Organisation  If applicable  Phone

Address for Invoicing

### Lodging your booking request

Sign and date:

Email the completed form to: **admin@iac.org.au**  
Call **02 4211 0601** for assistance



### Terms and Conditions

Fees (GST Inclusive)	Capacity	Hourly	Daily (4+)
Meeting Room (semi-enclosed)	60	\$60	\$450
Meeting Room NGO	14	\$60	\$300
Board Room (enclosed)	14	\$50	\$260

### Room Bookings

- Rooms are available 9am to 4:30pm Monday to Friday. Bookings outside of these hours are not possible without prior arrangement. Bookings out of hours are subject to a \$100.00 surcharge (GST inc)
- The room that is booked is the only room that can be used
- Requests for room layouts must be made at the time of booking
- Breakaway meetings should not take place in our public areas
- The building is air conditioned. Please notify reception of any a/c temperature requirements
- Photocopying is available at 10c per page except for incidental copying

### Health & Safety

- No smoking is allowed in close proximity to the building
- All equipment brought into our premises must comply with current WH&S regulations
- If the fire alarm is sounded, the building should be evacuated as quickly as possible via the nearest exit. Visitors should assemble at Meeting Point 1 (land to the left of meeting). Visitors should not return to the building until IAC staff advise that it is safe to return
- Hirers must advise all visitors of the location of Exit doors
- Hirers must tell all visitors to sign in and out of the building (at reception)

### Payment and Cancellation Fees

- Room hire and catering charges are payable within 14 days of receipt of our invoice
- An additional \$55 charge is applied where the IAC provides catering
- A **cancellation fee of \$55** is charged if a booking is cancelled within 24 hours of the hired time

### Indemnity for injury and damage to property

- Subject to the following clause, the Hirer will at all times indemnify the Illawarra Aboriginal Corporation from and against any foreseeable loss or liability that is caused by any unlawful or negligent act or omission or breach of this contract by the Hirer
- The Hirer's liability to indemnify the Illawarra Aboriginal Corporation under this clause will be reduced proportionally to the extent that such loss or liability was contributed to by any unlawful or negligent act or omission or breach of this contract by the Illawarra Aboriginal Corporation, its officers, employees, subcontractors, agents or professional advisers

### Personal Property

- Hirers are advised that the IAC does not accept responsibility for any loss of personal property