

MAIN BUILDING: VENUE HIRE AGREEMENT

BOOKING DETAILS *Please see our Terms and Conditions for details regarding start and finish times*

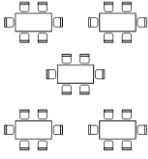
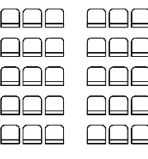
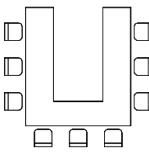
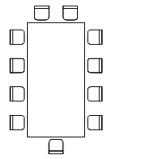
Function Name:					
Function Date/s:					
Bump In:	Event End:		Event End:		Bump out:
No. of Attendees:					
Facilitator Name:			Phone:		
Facilitator Email:					

ROOM REQUIRED *Please note there is a 2 hour minimum per day for Venue Hire*

Meeting Room:	☐ \$60 p/hr Corporate	☐ \$375 p/day
Auditorium:	☐ \$85 p/hr	☐ \$550 p/day (Additional days \$365)
Foyer/Auditorium (after hrs):	☐ \$285	

ROOM SETUP REQUIREMENTS & ADDITIONAL EQUIPMENT

Room configuration (please select):

Cabaret	Theatre	U-Shape	Boardroom
☐	☐	☐	☐
			

Other setup required:

Are there any Risks associated with the activities you will be undertaking in the Facility? YES ☐ NO ☐

Additional requirements (please select):

CREO Café Catering	☐ Catering order to be placed directly with WPCC. The form must be returned at least one week prior to confirmed booking. Creo Café will issue an invoice for the catering following the event.	
Equipment:	☐ Flipchart ☐ Whiteboard ☐ Teleconferencing/teams	☐ Microphone ☐ Screen (HDMI connectivity)

BILLING DETAILS

Please read the Terms and Conditions (page 2) before signing below and returning your Venue Hire Agreement

Company Name:			
Company ABN:		Company Contact:	
Purchase Order Number:		Contact Phone No.	
Billing Address:			
Email:			
Signature:		Date:	

TERMS & CONDITIONS

Venue Hire Terms and Conditions

- Business hours are 8am to 4.30pm Monday – Friday, 9am – 4pm on weekends. If the venue is required outside of these times – an after-hours staff fee of \$100.00 per hour will be applied to the booking.
- The Venue Hire Agreement must reflect the times that access to the room is required. Please ensure early arrival, late departure, setup and pack down are accounted for in your booking. Extension to your booking time may not be able to be accommodated on the day.
- A Venue Hire Agreement must be signed and returned to confirm your booking. Tentative bookings will be held for a maximum of five days.
- Venue Hire is a minimum of 2 hours per day.
- All bookings are responsible for communicating any risks that are associated with planned activities while hiring the space. A Risk Assessment is required should there be any activities outside of a standard sit down meeting.
- Hired spaces are to be left in reasonable condition, damage to the room or equipment will be charged to the hirer.
- Facilitators may request printing or photocopying from our Reception – please note there is a charge determined by the Fees and Charges of Dubbo Regional Council.
- Cancellations made within 48 hours of hire will be charged the hire fee that would have applied to the first day of hire.

Catering

Creo Café is an independently operated business located on site at the WPCC. Your catering order form must be filled out and returned to the WPCC at least one week before your confirmed booking date. Catering cancelled within 48 hours of your confirmed booking date will incur catering charges that would have applied to the first day of hire.

Catering arranged through Creo Café can be paid on the day of hire or arrangements to be invoiced can be requested. Please note catering from Creo is invoiced and paid separately to your venue hire.

Hirers choosing to self-cater are responsible for the provision of all equipment (including water bottles/glasses). It is the responsibility of the hirer to set up and clear all catering. Limited refrigeration and storage is available to hirers. An urn is available on request.