

# ROOM HIREBOOKING FORM

OASIS YOUTH SERVICES



To be completed by person hiring the room:

Name of hirer	<input type="text"/>		
Organisation	<input type="text"/>	ABN	<input type="text"/>
Email address	<input type="text"/>		
Phone	<input type="text"/>		
Date of meeting	<input type="text"/>	Number of attendees	<input type="text"/>
Time	<input type="text"/>		
Conference Room (30 max)	<input type="text"/>	Training Room (20 max)	<input type="text"/>
Catering required	<input type="text"/>	Is this a one off booking	<input type="text"/>

## Room pricing

Full Day (8am-5pm)	\$200 + GST	\$150 for NFP organisations
Per Hour	\$45 + GST	\$34 for NFP organisations

Both rooms are equipped with a laptop, TV, USB ports and LAN internet connection, as well as a whiteboard and markers. You must bring your own butchers paper, flip charts and stationery.

### CATERING

The catering menu for our on-site cafe, Cafe on Cleary, is available on the website. If you require catering to include set-up for morning/afternoon tea it must be arranged (at a minimum) 5 business days before your schedule meeting.

# TERMS & CONDITIONS

OASIS YOUTH SERVICES

---



- **It is the hirer's responsibility to tidy up room after event (restore as found upon entrance) excluding catering equipment if utilised.**
- **Any damage to our building or equipment will be the responsibility of the hirer.**
- **The Salvation Army (TSA) site at 67 Cleary Street is located in a partial residential area, we ask that you and your guests are mindful of this when parking and ensures no one parks over driveways. Parking limit signs are visible on streets and parking rules are enforced by Council Parking Officers.**
- **Alcohol may not be brought onto our premises.**
- **Smoking is prohibited in the venues, building and immediate surroundings.**
- **Meetings involving excessive noise or loud music are prohibited and all meetings/bookings must conclude at the schedule end time as not to impact on other bookings.**
- **The person who hired the room or a named representative must be on hand to greet attendees and remain on site until all participants have vacated the premises.**

---

Date

---

Signature Of Author

## IMPORTANT NOTE:

Please send completed form to [oasishunteradmin@salvationarmy.org.au](mailto:oasishunteradmin@salvationarmy.org.au)