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| DEBTOR ID |  |

Room Booking Form

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| --- | --- | --- | --- | --- | --- |
| Name of Organisation | | | Click here to enter text. | | |
|  |  | |  |  | |
| Person Making Booking | | | Name. | | |
| Phone: | | | Click here to enter text. | | |
| Email: | | | Click here to enter text. | | |
| Postal address: | | | Click here to enter text. | | |
| Email address for invoicing: | | | Click here to enter text. | | |
| Does your organisation or group have Public Liability Insurance of $20 Million or more? | | | Choose an item. | | |
| \*Please attach a copy of your Certificate of Currency to this booking form. We have insurance available for $25.00 if needed. Government Departments are exempt from this requirement | | | | | |
| Purpose of Booking: | | | Click here to enter text. | | |
| Do you require Equipment: | | | Choose an item. | | |
| Not all the following is available to all rooms | | | | | |
| Whiteboard (no charge) | | Choose an item. | Data Projector (charge $55.00) | | Choose an item. |
| Flip Chart (no charge) | | Choose an item. | ADSL (charge $15.00 per day) | | Choose an item. |
| Do you require Tea/Coffee (see charge below) | | | Choose an item. | | |
| Cost is $3.60 per person per day | | | | | |
| Do you require catering: | | | Choose an item. | | |
| If catering is required, please discuss your needs with Reception at the time of booking.  All catering orders and participant numbers must be confirmed 3 days prior to booking date. | | | | | |
| Number of participants | | | Click here to enter text. | | |
| Please note: Our opening hours are 8.15am – 5pm Monday – Friday. If you require a booking outside these hours please discuss with Reception at time of booking. | | | | | |

*I, ...................................................................the undersigned agree to ensure that all individuals, members and groups using the facility as a result of this booking request, will comply with all conditions of use and instructions of the Council.*

*Signed: …………………………………………………………………………………….......... Date: ........./.........../...........*

Room Booking Form

\*\* *Email confirmation of details will be provided that will include date times and room allocation*

##### Privacy Statement

Greater Shepparton City Council manages your personal information in accordance with its Privacy Policy and the Privacy and Data Protection Act 2014 (Vic). Your personal information is collected to enable us to process your booking request and communicate with you. It is disclosed to other areas of Council to enable invoice preparation. If it is not provided we may be unable to process your booking. To gain access to your personal information please contact the Greater Shepparton Business Centre on 5832 1100.

**Costing**

Any quoted pricing is current for 18/19 financial year

**Cancellation Policy**

24 hours notice required for all cancellations to avoid full fees being invoiced

**City of Greater Shepparton**

**Public Liability Requirements**

**PUBLIC LIABILITY INSURANCE**

The Hirer shall at all times during the period of hire, be the holder of a current Public Liability Policy of insurance in the name of the Hirer providing coverage for an amount at least $20 million concerning one single event. *The Public Liability policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Greater Shepparton City Council* and shall extend to cover the Greater Shepparton City Council in respect to claims for personal injury or property damage arising out of the negligence of the Hirer. A Certificate of Currency is to be provided to Greater Shepparton City Council prior to the commencement of the Hire.

**INDEMNITY**

The Hirer agrees to indemnify and to keep indemnified, and to hold harmless the Greater Shepparton City Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Hirer’s performance or purported performance of its obligations under this hiring agreement and be directly related to the negligent acts, errors or omissions of the Hirer. The Hirer's liability to indemnify the Greater Shepparton City Council shall be reduced proportionally to the extent that any act or omission of the Greater Shepparton City Council, its servants or agents, contributed to the loss or liability.

 *This is a council declared NO SMOKING Property & Venue*

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