



## Conference Centre Booking form

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### Contact details

Name .....

Street.....City/Suburb.....Postcode.....

Phone number.....

Mobile.....

Email.....

### Room hire details:

Date: .....

Morning (9 am – 12 noon)     Afternoon (12 noon– 5 pm)     Evening (5 pm onwards)

Conference Room (\$.... excluding GST per morning, afternoon or evening)

Boardroom (\$... excluding GST per morning, afternoon or evening)

Training room (\$... excluding GST per morning, afternoon or evening)

*Please note: a surcharge of 10% ex. GST applies during weekends*

### Additional facilities

These rooms include a laptop, beamer, projection wall, tables and chairs. Additional material can be rented via Australia Homeland Security Research Centre (AHSRC) by filing out this form.

*. Please note that a surcharge of .... applies for weekends.*

Video Conferencing (\$ excluding GST per morning, afternoon or evening)

Sound recording (\$ excluding GST per morning, afternoon or evening)

Video Casting (\$ excluding GST per morning, afternoon or evening)



Conference Centre
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Proposed use / name of function:

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.....

Inventory:

Rental of the AIIA Conference Centre includes the following inventory at no extra charge:

- Chairs and tables
- Lectern, microphone and speakers
- Laptop, beamer and projection wall

Terms of usage:

By signing this booking form, the tenant agrees to:

- place the chairs, tables and other inventory back in their original position and clean up afterwards
- pay for lost or damaged property of AIIA or AHSRC
- pay the invoice(s) that will be sent within 14 days

Weekend

If the tenant wishes to rent (part of) the Conference Centre over the weekend, keys and instructions on alarm settings can be obtained via AIIA National Office on the Friday prior to the date. The tenant is responsible for locking up afterwards and will be held responsible for loss of or damage to property in Stephen House due to neglect. The keys need to be returned to the AIIA National Office on the Monday after the weekend.

Signature

Name .....

Date.....

Signature.....

