



ADAVB MEETING ROOM HIRE

Booking form

Large meeting room

Company details

Company name: _____

Contact name: _____

Address: _____

Email: _____

Phone: _____

Date/s required: _____

Function details

Time of function: Start: _____ Finish: _____

Please note, standard daytime hiring hours are 8:30am – 5.30pm. Charges will apply for additional hours.

Breaks: Yes No

Time and duration of break/s: Morning tea: _____

Lunch: _____

Afternoon tea: _____

Please note, ADAVB provides tea/ coffee/ biscuits/ water/ cutlery, but does not provide additional catering. Catering arrangements must be made by those hiring the meeting rooms.

Number attending: _____



Room set up style (workshop, classroom, U-shape). Please provide details:

Equipment required

- Laptop: Yes No
- Data projector: Yes No
- Microphone: Yes No
- Lectern: Yes No

I have read and agree to the ADAVB meeting room Terms and Conditions.

Deposit

- A deposit of 50% is payable at the time of the booking, otherwise ADAVB reserves the right to cancel the booking and allocate the venue to another client (please refer to the Terms and Conditions for additional information)
- The deposit is non-refundable
- The reservation is confirmed upon receipt of the deposit

Deposit payment preference:

- Credit Card (in person or over the phone)
- Bank Transfer:
Westpac Toorak
BSB: 033 086 Account No: 131 060
Account Name: Australian Dental Association Victorian Branch Inc.

Name: _____

Signature: _____ Date: _____



ADAVB MEETING ROOM HIRE

Hire rates

Monday - Friday	All 3 rooms	Meeting room 1 and 2	Meeting room 2 or 3	Weekend hiring
Full day	\$500	\$385	\$300	+ \$75 per hour
Half day	\$280	\$250	\$200	+ \$75 per hour
Evening	\$450	\$340	\$280	+ \$75 per hour

* All prices are GST exclusive.

Included in cost:

- Wifi
- Room set up
- Whiteboard
- Flipchart
- 2 complimentary car parks (subject to availability)
- Access to dishwasher

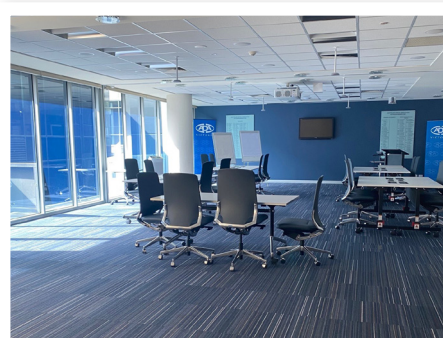
Meeting room 1 is equipped with a data projector, screen, and lectern. Use of these is included in the hire cost.

Meeting room 2 and 3 are not equipped with AV equipment but it can be supplied upon request, for an additional fee.

No additional fees for use of equipment.

Notes

- Standard daytime hiring hours are from 8.30am to 5:30pm.
- Charges will apply for additional hours (\$75 per hour).
- Half-day hiring hours are from 8.30am to 12.30pm or 1pm to 5pm.
- Evening hiring hours are from 6.00pm to 9.30pm.
- Additional charges will apply if ADAVB staff are required outside of standard hours.
- Weekend hiring will incur additional charges (\$75 per hour) and is dependent upon availability of ADAVB staff.
- All groups must clean up after themselves – stack and turn on the dishwasher, and tidy the room. Additional charges will apply for cleaning if these tasks are not completed prior to leaving.





Terms and Conditions

Deposit

- a. A deposit of 50% is payable at the time of the booking. If the deposit is not paid, ADAVB reserves the right to cancel the booking and allocate the venue to another client.
- b. The deposit is non-refundable.
- c. The reservation is confirmed upon receipt of the deposit.

Payment terms

All accounts are payable within 14 days from invoice.

Final attendance

Notification of final numbers must be received 48 hours prior to the event.

Cancellation

In the event of the booking being cancelled the room hire deposit is not refundable.

Charges

Room hire charges are firm on confirmation of the booking. Please note that rates may change without notice subject to any newly implemented, or changes to, government taxes and services.

Compliance

It is understood that the organiser will conduct their function in a safe and orderly manner in full compliance with ADAVB management requirements and with all applicable laws, including health and safety regulations, liquor licensing laws and fire regulations. Hirers should familiarise themselves with the emergency evacuation procedures posted near the lifts on level 3.

Catering

ADAVB will not be responsible for catering however ADAVB can provide the names of preferred caterers. ADAVB will not be responsible for the catering, food and/or beverage supplied by the caterer, or for items left by the caterer.

Liquor license

ADAVB does not hold a Liquor Licence and as such, alcohol cannot be sold to guests at functions. Alcohol can be supplied to function guests free of charge. For ticketed events, a temporary limited licence can be obtained, visit vic.gov.au/apply-temporary-limited-liquor-licence for more information.

Security

ADAVB reserves the right to exclude or eject from the function or Branch premises without liability, any or all persons who behave in an objectionable manner, or who create a danger to themselves or any other person.

Liability

If the Branch has a reason to believe that a function will affect the smooth running of other ADAVB activities, its security or reputation, it reserves the right to cancel the function without liability. The deposit, minus a \$35 administration fee, will be refunded.

Loss and /or damages

Organisers are financially responsible for any loss and/or damage sustained to the Branch or its equipment by the organisers guests or subcontracted labour, invitees or persons attending the function, whether in the room or any part of the Branches premises. Any breakages, cleaning fees or damages will be charged at cost. Organisers will leave the rooms in a clean manner and the dishwasher stacked and turned on. If additional cleaning is required, organisers will be charged for the cost.

Responsibility

The Branch will not accept any responsibility for damage or loss of merchandise left in the Branch prior, during or after the function. Organisers should arrange their own insurance and /or security. Any items not collected 14 days after the event will be disposed of. ADAVB does not accept any responsibility for vehicles parked in or around the premises.

Displays / decoration

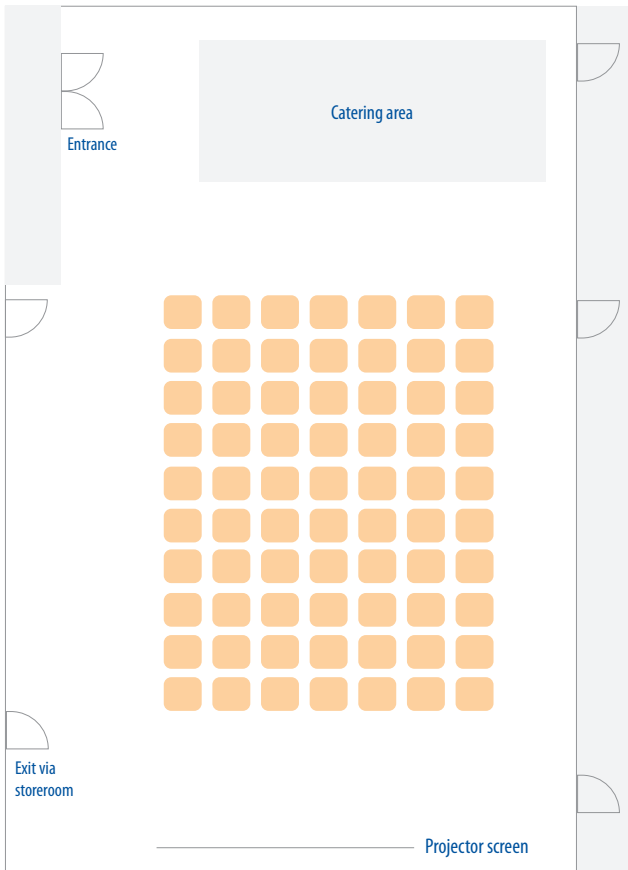
Nothing is to be nailed, screwed, stapled or adhered to any wall, door or any other surface or part of the building.

Basis of agreement

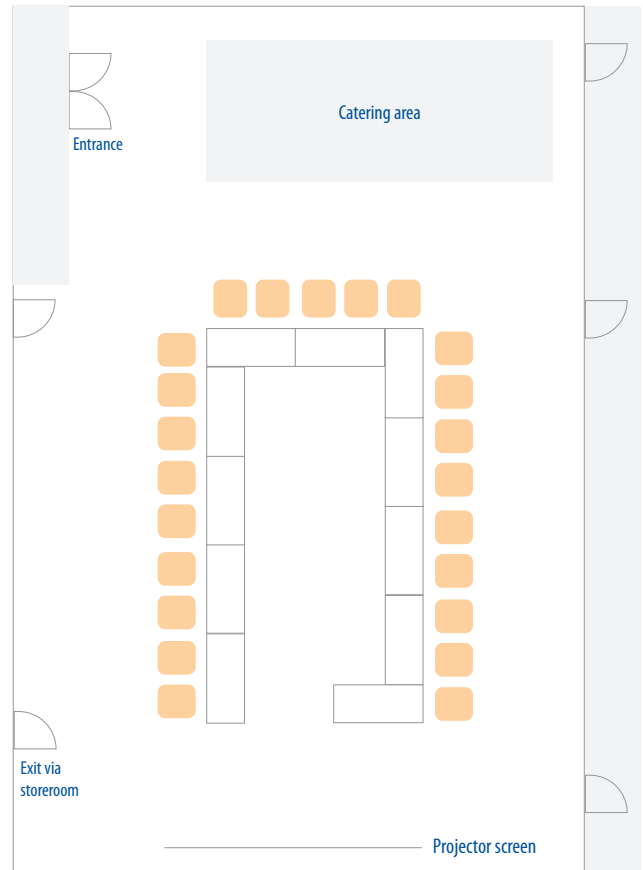
Performance of this agreement is contingent upon the ability of ADAVB to complete the same. It is subject to labour troubles, dispute, strikes or picketing, accidents, government (federal, state or local) requisitions, restrictions upon travel, transportation, food, supplies, and other causes, whether enumerated herein or not, which are beyond the control of the Branch. In no event shall the ADAVB be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty or otherwise.

ADAVB MEETING AND WORKSHOP ROOM LAYOUTS

TRAINING 1 = 70 seats

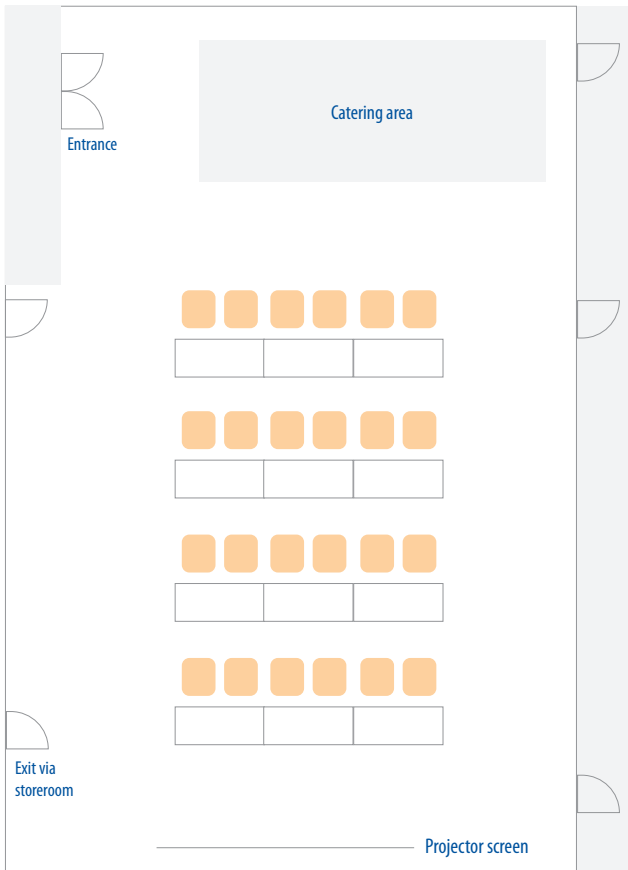


TRAINING 2 = 23 seats

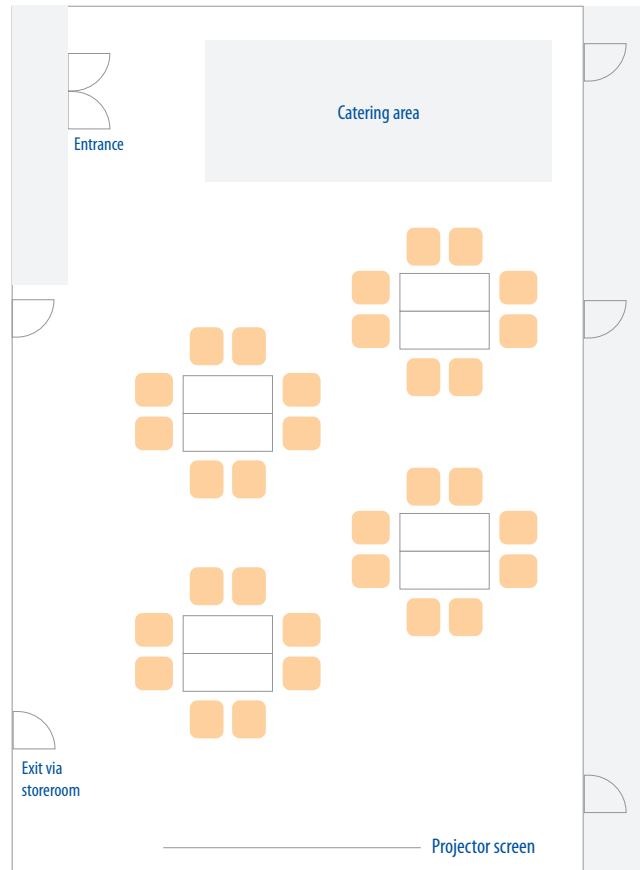


ADAVB MEETING AND WORKSHOP ROOM LAYOUTS

TRAINING 3 = 24 seats

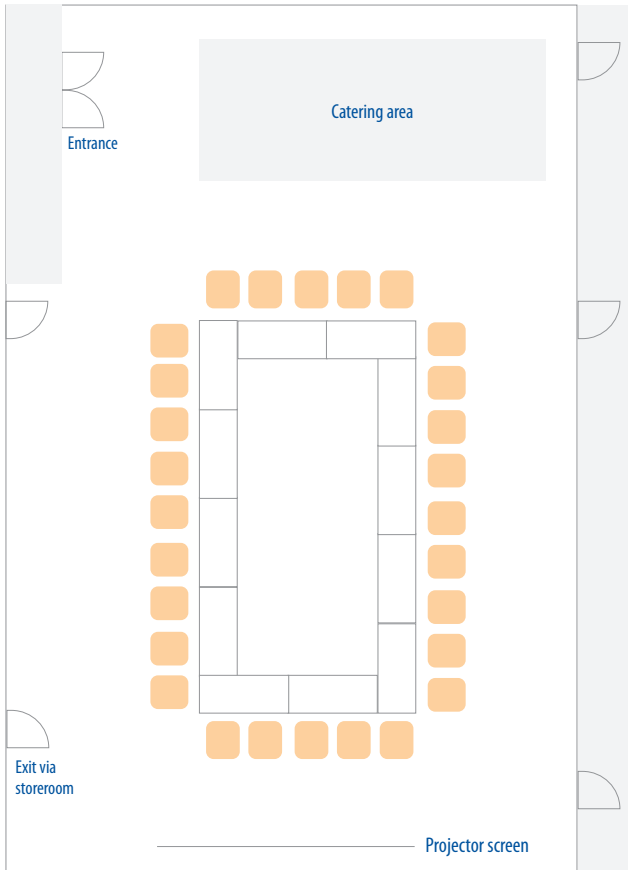


TRAINING 4 = 32 seats



ADAVB MEETING AND WORKSHOP ROOM LAYOUTS

COUNCIL = 28 seats



COMM = 44 seats

