 SHOUT Inc

 Building 1 Pearce Community Centre

 Collett Place, Pearce ACT 2607

 Phone: 62901984 Email: admin@shout.org.au

**Room Hire Fees and Conditions**

SHOUT has upgraded its meeting room and provides a well light comfortable venue with total disability access. Meetings of up to 30 people are easily catered for and the room has a kitchenette, air conditioning, hearing loop and has a wall mounted monitor for your presentations. It is clean, comfortable and located in Pearce.

We offer the meeting room at a very reasonable rate and welcome new organisations to view our well-appointed and centrally located venue. Weekends are available; we have good availability as well as days and evenings. Parking is free with extra free parking available at the Pearce Shops opposite.

**Community Organisations Package**

Meeting room hire per hour $25

Meeting room hire per day $175

**Corporate Package**

Meeting room hire per hour $40

Meeting room hire per day $280

*\*Please note that prices will increase July 1, 2019.*

In the meeting room there is a urn and fridge available – if you wish to serve tea and coffee etc you will need to provide your own – mugs, crockery and cutlery are provided. However if you would like us to cater the rates are below.

Hot beverage package $2.50 per person each (either morning or afternoon - $4.50 both)

Fruit and small cake/biscuits $3.00 per person (either morning or afternoon - $5.50 both)

Bottled individual water $1.50 per person

Sweets on table $4.00 for 3 bowls

Full Catering Price negotiated as to requirements

*Numbers for catering are required no less than a week prior to the meeting and cannot be altered after this time.*

For availability of dates: Email Carol at admin@shout.org.au or phone 62801984

Once you have checked the availability of dates, please complete this form and email along with Casual Meeting Room Hire Conditions form attached.

|  |  |
| --- | --- |
| Organisation |  |
| Community or Corporate  |  |
| Contact person |  |
| Phone Number |  |
| Email for invoice |  |
| Date required |  |
| Meeting start and end time |  |
| Catering required |  |
|  | *Please note that sporting activities and parties are not suitable* |
| Office use  |  |
| Booking entered  |  |
| Completed |  |

**Casual Meeting Room Hire Conditions 2018 / 2019**

|  |  |
| --- | --- |
| Business or Group Name |  |
| ABN (if applicable) |  |
| Contact Person  |  |
| Telephone Number |  |
| Email |  |

It is a condition of hire that:

* Keys will be signed for and picked up in office hours from the SHOUT Office (not Friday)
* Keys and the swipe card will be charged at $50 each for replacement fee if lost
* The person who signs out the key for the organisation is responsible for the key and payment for loss of keys or damage
* Any damage will be will be notified to SHOUT Inc and is the responsibility of the hirer and by signing this form you agree to pay for any damage incurred
* Keys will be dropped into the key box at the SHOUT office at completion
* The room will be locked at the end of your meeting and if on the weekend the building will be armed
* SHOUT Inc takes no responsibility for injuries to participants within the hours of the hire
* Due to liability issues the Meeting Rooms are not hired for sporting pursuits or parties
* Alcohol is not appropriate to be consumed in the premises and it is agreed that no alcohol is available throughout the hire or taken onto the premises
* All amenities, tables and chairs will be left in the condition and position in which they are found
* It is a requirement of hire that the premises is left tidy, rubbish is disposed in the bin, recycling is placed in the bin provided and all dishes are washed dried and put away.
* For any concerns about the facilities email admin@shout.org.au

I understand and will comply by the terms of hire

|  |  |
| --- | --- |
| Name  |  |
| Organisation/Group |  |

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SHOUT Inc Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email back to SHOUT Inc at admin@shout.org.au