

TERMS & CONDITIONS OF HIRE

Dear Valued Hirer,

Thank you for booking our unique conference facility! To ensure that you enjoy a highly successful meeting or conference, we have developed the following protocols which we ask you to observe:

Contract

All room use and hire is subject to an agreed room hire booking form, which is a contract with AMRH and the hirer accepting these terms and conditions. AMRH reserves the right to terminate the agreement for any reason including breach of the hire terms and conditions.

Conduct at your Event

Your event must be conducted in an orderly and lawful manner. Adelaide Meeting Room Hire reserves the right to end your event if we believe that your event is not being conducted in an orderly and lawful manner. AMRH staff may remove or deny entry to anybody being disruptive or acting in a disorderly manner.

Unless otherwise agreed, your event must be carried out within the time specified in your booking confirmation, the use of the training or meeting rooms outside your booking confirmation may incur additional fees.

Noise

Sound should not be at a volume that can be heard by other users of the building. Please ensure that the entry door of the conference rooms are closed at all times during sessions as we do not want to disturb other clients and guests of AMRH.

Behaviour

We respectfully ask that you ensure the appropriate behaviour of your delegates is adhered to, to avoid any charges being incurred by you for unnecessary damage to our premises (carpet, walls, tables, chairs, equipment, crockery, glassware etc). Additional charges may apply if the cleaning required after your event is deemed to be outside general cleaning standards.

Access

We have a security lock on our lifts prior to 7.30am and after 6.00pm, which will not allow you access up to level 5. If this occurs please call Andrea on (08) 8227 2409 & 0423 530 700, or Nina on 0403 142 482

Equipment

Data Projectors: Due to 'safety in the workplace', only AMRH ceiling mounted data projectors are permissible

Laptops: If choosing to use your own laptop, Adelaide Meeting Room Hire accepts no responsibility if your laptop is incompatible with AMRH equipment

AMRH make available for clients bluetooth keyboards & mouse, & lazer pointers at no charge. It is your responsibility to return these to AMRH staff at the conclusion of hire. If these go missing there will be a replacement fee of \$80 ex gst for the item concerned.

Catering

AMRH provides a personalised catering service, from basic to full day packages

Self-catering is NOT permissible, and if any food is brought into our facility a \$100.00 clean up fee will be charged

Smoking

Both our office and level 5 are strictly 'No Smoking Areas'

Payment Terms

All prices quoted exclude GST. Prices are current as at 1st January and are subject to change without further notice. Confirmed bookings exempt.

- **A deposit of 20% is required upon confirmation of your booking**
- **Full payment of room & projector hire and catering requirements are due 5 business days prior to the event**

Cancellation Fees

Cancelled bookings will attract the following fees:

- Greater than 5 business days – 20% of booking fee
- Less than 5 business days – 100% of booking fee

The above guidelines are to ensure that with the heavy demand for the facilities, we are not left with vacant rooms due to factors beyond our control.

Invoicing Details

Organisation Name:			
Invoice Contact:		Position Title:	
Phone Number:		Email Address:	
Invoice Address:			

Payment Methods

AMRH accept payments via EFT and Credit Card, to our nominated bank account. Please indicate payment method below:

[A] EFT [B] Credit Card

[A] EFT Payment:

An Invoice will be forwarded for processing of payment

Acct Name: Executive Boards Australia
BSB #: 085 005
Acct #: 12 219 0199
Reference: Your organisations name & AMRH Invoice #

[B] Credit Card Payment:

An Invoice indicating payment will be forwarded following processing of credit card

Visa MasterCard **Please note:** payment by AMEX is NOT available

Account Card Holder: _____

Card#: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _

Expiry: _ _ / _ _

I, _____ of _____ have read, understood and agree to comply with the terms & conditions as set out above regarding the hire of the Adelaide Meeting Room Hire facilities.

Signature: _____

Please sign and email this page to Andrea on andrea@adelaidemeetingroomhire.com.au