

Shire of East Pilbara

Newman House Function Room Hire Application



Applicant Details:

Name of Organisation: _____

Contact Name: _____ Purchase Order: _____

Address: _____

Suburb: _____ P/Code: _____

Phone: _____ Fax: _____

Email: _____ ABN: _____

Function Details

Title of Function			
Date Required		Number of Attendees	
Arrival Time	am/pm	Departure Time	am/pm

Timeframe of booking, please circle

		Not for Profit - \$			Commercial - \$		
		Hourly	4 Hours	8 Hours	Hourly	4 Hours	8 Hours
<input type="checkbox"/>	Small Room (12 Pax) (room size 9.24m²)	24.00	86.40	172.80	40.00	144.00	288.00
<input type="checkbox"/>	Large Room (35 Pax) (room size 14.42m²)	33.00	118.80	237.60	55.00	198.00	396.00
<input type="checkbox"/>	Both Rooms (50 pax) (room size 23.66m²)	45.00	162.00	324.00	75.00	270.00	540.00

Room Requirements and Conditions (please tick)

- *Standard equipment supplied will be tables, chairs and power cords.*
- *Organisation responsible for setting up & cleaning up of Room/s*
- *Organisation responsible for arranging any catering of food requirements*
- *Newman House Phone Number for teleconference - **9175 5735***
- ***Hirer's responsibility for teleconference account***

<input type="checkbox"/>	Conference phone - \$50 daily	<input type="checkbox"/>	Four Screen Electronic White Board with Printer - \$50 daily
<input type="checkbox"/>	Video Conference - \$25 hourly	<input type="checkbox"/>	PA system with Wireless Microphones - \$50 daily
<input type="checkbox"/>	Smart Board - \$50 daily	<input type="checkbox"/>	Projector and Screen - \$50 daily
<input type="checkbox"/>	Tea/Coffee/Water - \$5 per person	<input type="checkbox"/>	Whiteboard

Room Set Up (please tick)

<input type="checkbox"/>	U Shape	<input type="checkbox"/>	Boardroom	<input type="checkbox"/>	Groups	<input type="checkbox"/>	Classroom
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NEWMAN HOUSE

15 Iron Ore Pde, Newman WA 6753
 newmanhouse@outlook.com.au
Ph: (08) 9175 0017

The room is hired with the understanding that the following conditions apply:

- Rooms are to be left in a clean and tidy condition.
- Any damage or loss of equipment during hire will incur additional fees to be repaired or replaced.
- There is no access to the Staff Lunchroom and Staff Outside Area. The bathrooms can be accessed by following the corridors.
- The Kitchen may be used for Meal Preparation, but must be left clean and tidy with dishes washed, dried and put away.

CANCELLATIONS:

- If less than 3 days notice of cancellation/change of date is given a 50% fee of full booking costs may be charged.
- If 24 hours or less/no notice of cancellation/change of date is given full booking costs may be charged.
- All cancellations/changes to dates are to be in writing and sent to newmanhouse@outlook.com.au.

INDEMNIFICATION:

Upon acceptance of the hiring, the hirer undertakes to indemnify the Shire of East Pilbara – Newman House against all claims which may be made against it for damages or otherwise, in respect of any loss, damage or injury caused by, or in the course of, or arising out of the hiring of the facility, during all periods when such facility is in hire.

I agree that I have read, fully understand and agree to abide by the conditions stated above.

APPLICANT SIGNATURE

DATE

Internal Use Only:

Forward completed form to Facility Administration officer fao@eastpilbara.wa.gov.au

Booking Approved Yes No

Date: _____

NH Manager Signature

Applicant Advised Yes

Date: _____

Booking entered into Bookings System Yes Booking # _____

Invoice Details:

Total Amount _____ Purchase Order No: _____ Date to SoEP: _____

Confirmation of cancellation received: _____ Amended fee: _____

NEWMAN HOUSE
15 Iron Ore Pde, Newman WA 6753

SHIRE OF EAST PILBARA
Facility Administration Officer

Ph: (08) 9175 0017

Ph: (08) 9175 8000 or email: fao@eastpilbara.wa.gov.au