



Orange Aboriginal Medical Service

FM 172
05/04/17

Venue Hire Booking Form

(please tick an option below)

	1/2 room	Full room
27-31 Perc Griffith Way	Room Only 1/2 Day \$80	\$135
Ph: 02 6393 9000	Full Day \$110	\$185
Fax: 02 6393 9042		
Email: admin@oams.net.au	Equipment: see below for per day hire prices	
Website: www.oams.net.au	Catering prices as charged by provider	
	\$50 deposit required on receipt of Invoice issued by OAMS	

Contact Details

Organisation Name:

Contact Person:

Address:

Town:

State:

Postcode:

Phone:

Fax:

Email:

ABN:

Booking Details

Purpose of hire:

If other specify:

Date:

to Date:

Start Time:

End Time:

Access Time:

Exit Time:

Break Times:

No. of Attendees:

No. of Presenters:

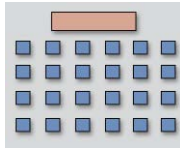
Multi Day: (If more than one day please provide details of the dates and any varying times)

Regular Bookings: (please provide the frequency and days eg. weekly/Monday)

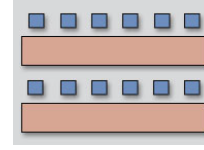
Comments:

Room Setup:

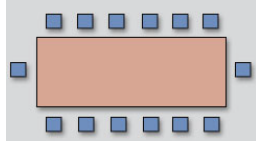
Theatre Style
(Up to 50)



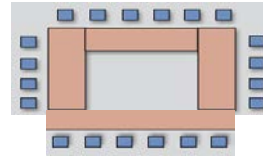
Classroom
(Up to 21)



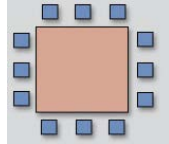
Meeting Room
(1/2 room 12, full room up to 25)



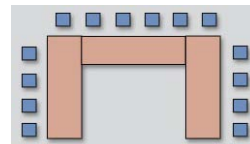
Hollow Square
(Up to 25)



Block
(Up to 40)



U Shape
(up to 28)



Equipment

Whiteboard:	\$0	Projector (Interactive):	\$30 per day
Lectern:	\$0	Video Conference:	\$100 per day
Laptop:	\$25 per day	Voice Recording:	\$10 per day
Conference Phone:	\$15 per day		

If there is more than one day and you require different equipment please specify for each day:

Catering Requirements

Tea and coffee is provided. Assorted biscuits provided on request (tick if required)

Require OAMS to order catering

Will organise own catering:

Catering costs are direct from suppliers and are subject to change without notice

Number of people to cater for:

Dietary requirements:

Delivery Times:

Please read the Conditions of Hire before signing the Venue Booking Application form. OAMS will not accept responsibility for hirers misunderstanding or not complying with these conditions.

I agree to abide by the terms and conditions as set by the Orange Aboriginal Medical Service

Print Name (electronic):

Date:

Please email completed form to Admin@oams.net.au

1. Bookings

- Tentative bookings must be confirmed within 5 business days
- Bookings are made by completing the venue hire booking form and submitting to admin@oams.net.au
- An invoice will be sent after receipt of the venue hire booking form with the total amount of costs. A \$50 deposit is to be paid on receipt of the invoice.
- The remainder of the hire fees (deposit subtracted from total) must be paid in full by 5 business days prior to the date of event.
- Final numbers of attendees to be confirmed 5 business days prior to the date of event.
- Completing the venue hire booking form obligates the organisation nominated on the form for all fees and damages incurred
- Bookings required after hours will need to be discussed with OAMS prior to submitting venue hire booking form, this may incur a surcharge.

2. Cancellations

- Cancellations of bookings must be done 7 business days prior to the date of event.
- Deposit will be refunded if cancellation is done within timeframe stated above
- OAMS may cancel the booking without notice in the event of an emergency or if the facility is deemed unsafe and will:
 - i. Refund any amounts paid by the hirer in relation to the booking if the hirer is without fault
 - ii. OAMS is not liable for any loss or damage suffered as a consequence of exercising its right to cancel the booking.

3. Damages

- Hirers are to respect the property of OAMS and the rights and belongings of OAMS staff and clients. All damage, breakages and losses must be reported to OAMS administration as soon as possible. If damage occurs to OAMS's equipment or property by any of the hirer's guests, attendees or personnel associated with the hirer before, during and after the event, the hirer will be held financially responsible.
- If the circumstances affect the security or safety of OAMS's clients and staff the hirer must advise OAMS's Management immediately.
- The Orange Aboriginal Medical Service accepts no responsibility for loss or damage to the hirer's goods or equipment.

4. Parking

- Parking is available in the main car park of the facility at 27-31 Perc Griffith Way
- Emergency exits are not to be blocked by any vehicle

5. Smoking

- OAMS is a non-smoking environment and is prohibited anywhere on the premises

6. Catering

- Catering is ordered through external service providers as selected by OAMS
- Prices for catering are set by individual service providers and are subject to change without notice
- There is an area available for use for storing and serving of catering.

7. Cleaning

- Hirers are responsible for leaving the room and adjacent areas in their proper condition at the completion of hire.
- If the room and areas are not left in an appropriate condition OAMS will engage professional cleaners and costs will be charged to the hirer.

8. Noise
 - OAMS venue facility is amongst other areas of operation and noise may impact on others in our organisation. Consideration should be given to others.
9. Opening and Closing Procedures
 - OAMS will ensure that the facility is open and accessible when required.
 - OAMS will ensure that the facility is secured after the event
10. Alcohol
 - Alcohol is not permitted on the premises.