

ROOM BOOKING

2 Strickland Street
Denmark WA 6333
Phone: 9848 2842

E-mail: reception@denmarkcrc.com.au
Website: www.denmarkcrc.com.au

Contact Person:			
Organisation:			
Room booking use:		Approximate number of people:	
Phone number:			
Billing email:			
Billing address:			

Tick room(s) required below. Training room 1 and 2 can be combined (as has a movable wall).

Training Room 1 (has projector)	Training Room 2 (has projector)	Office 1 & 1a	Office 2	Office 3	Gallery	Kitchen	Writers Room	Garden Room	Self Contained Studio Room

Denmark CRC office use - Room hire rate calculation:

Commercial rates for a business with an ABN; if ABN less than 1 year old then Community rate.

Community rates for not-for-profits (Inc), community members and businesses running free community events.

Commercial/Community rate? _____ Premium Member (Discount applies)? _____

	Date	S: Single R: Recurring	If Recurring End Date	Time In	Time Out	Total Hours	Cost	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Equipment	Projector hire \$50.00/day, Screen 2m x 2m \$50.00/day or large TV \$50 per day (projectors included in training rooms 1 & 2)							
Key Replacement	\$20.00 payable should key be lost.							
Catering	Tea/Coffee \$1.00 pp, with biscuits \$1.50 pp							
Any other requirements								
Payment Method: Cash, Eft, Invoice					Total Amount			

Organisation Representative Signature:		Date:	___/___/___
CRC Representative Signature:		Date:	___/___/___

Please note that by signing this agreement your group will be responsible for returning the Room to an appropriate level of tidiness at the end of your booking. The Denmark Community Resource Centre reserves the right to charge additional cleaning fees as appropriate. In the event of any damage to our facilities you will be charged with the cost of repair. Please be aware that you need your OWN public liability insurance for the activities you are running in our venue. Our public liability insurance is not covering your activities.