

VENUE HIRE BOOKING FORM

Please read and complete **all** details.
 Returning this booking enquiry form **does not guarantee your booking.**
 Djinda Boodja will confirm your booking upon completion of your site visit.



NAME AND ADDRESS DETAILS							
Organisation					ABN		
Type	Community/Individual/Not for Profit <input type="checkbox"/>		Small Business <input type="checkbox"/>		Business <input type="checkbox"/>		
Contact Name							
Address							
Phone		Mobile		Other			
Email							
How did you find out about us?							
Date Booked					Confirmed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Confirmed By					Date		
Activities							
Additional Information							
Special Requirements							
BOOKING DETAIL							
Activity	Room	Day	Date/s	Time	Total No Sessions	Cost per Session	Total Cost
Less Discount							
						<i>Cleaning Fee & Bond</i>	
TOTAL FEES							
Please advise of numbers expected:							

Please note that final decisions regarding the workshops program rests with Djinda Boodja. Final consideration for hiring will only be undertaken upon completion of a site visit.

All hirers should have the appropriate insurance policies for their activities.

All hirers will be required to follow all COVID safety protocols at all times.

Djinda Boodja staff will provide instructions during the hire, if necessary. These instructions are to be followed at all times by the hirer. Failure to do so will make the hire null and void, and the hirer will be required to leave the premises immediately.

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Hirer's Insurance Details (Current Policy to be cited)

Insurer	Type of cover
Policy No	Expiry date
Name	Date
Signed	

Total Charges for Invoice (please circle)

Venue	Hourly (\$)	Half Day (\$)	Full Day (\$)
Exhibition Hall (Heritage House)	30	65	120
Outdoor Stage	50	350	700

Gallery Hire	Two Weeks (\$)
Exhibition Hall (Heritage House)	400

Gallery Hire	Hourly Rate (\$)
Gallery Attendant (<i>if required</i>)	35

NB Please note: there is a 40% commission charged for any works sold at Djinda Boodja.

Venue Staff	Hourly Rate (\$)
Venue Manager (<i>if required</i>)	50
Venue Assistant (VA, <i>if required</i>)	35

NB Djinda Boodja is open from 10am to 6pm Monday to Friday. A Djinda Boodja staff member is required to be present outside of operating hours. Please contact Djinda Boodja to discuss staffing requirements and a quote.

Additional Items & Charges	Charge (\$)
Plastic chairs (Hirer to set up and pack away)	3/chair
Cleaning Fee (Small-scale events & concerts)	175
Cleaning Fee (Large-scale events & concerts)	300
Bond (25% of overall hire, to be returned upon completion of your event as long as premises are returned in original condition – i.e. without damage and in good and tidy order)	25% of overall hire fee

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TERMS AND CONDITIONS

Essential Notes

- Please discuss your requirements with us at the time of booking, so we can advise you where items are stored. You are responsible for bump in and out and returning items to their original location.
- Booking is subject to review by Djinda Boodja, and hiring is not guaranteed.
- Please remember that you must leave the venue as you found it, in a clean and tidy condition.
- All exit ways must be kept clear of obstructions at all times.
- The main exit door at the front of the building is not to be deadlocked (in case of emergency) at all times when the building is occupied.
- Cancellations are only permitted up until 14 days of your booking. After that, no refunds are permitted.

Free Parking in Djinda Boodja Car Park

- Please ask your participants to park at the Djinda Boodja Car Park only.

Food and Drink

- Any food or drink must be cleaned up and disposed of off campus following COVID safety protocols.

Cigarettes & Alcohol

- No smoking or alcohol on our campus at all.

Office Hours

- Djinda Boodja is open from 10am to 6pm Monday to Friday.
- A Djinda Boodja staff member is required to be present outside of operating hours.
- If your event is after hours, you will be required to have a staff member present. A quote will be provided based on your needs.

At the End of Your Booking:

- Ensure there are no dirty materials, equipment or scraps in the area(s).
- Empty bins after your activity. Waste and other rubbish can be removed into the wheelie bin outside.
- Please sweep/clean the floors.
- Check that doors are not blocked by tables or chairs.
- Check that lights are off.
- Check that the Air Conditioner is off.
- Close the doors and alert the staff that you are leaving, so they can conduct a final bond inspection. They will advise if additional cleaning/tidying up is required to release your bond.
- Hirers are accountable for any and all damage caused to the venue during their hire, and it is the Hirer's responsibility to rectify the damage financially.

Agreement to Terms and Conditions

I _____ have read and understood the terms and conditions and agree to abide by them.

Name _____ **Signed** _____ **Date** _____

VPCA Officer _____ **Signed** _____ **Date** _____

**Thank you for your assistance in keeping Djinda Boodja clean and tidy for all to use.
Our staff work very hard, and your cooperation is appreciated**

Office use only

Deposit/bond Inv # _____ Hire fees Inv # _____ Booking number: _____

Deposit/bond Rcpt # _____ Hire fees Rcpt # _____ Bond returned: _____

Notes: _____

Please attach final invoice to this booking form and note invoice number above.