



PO Box 2543  
34 Lawson Street  
South Hedland WA 6722  
08 9140 1272  
functions@yic.com.au

## FUNCTION ROOM HIRE REQUEST FORM

### Contact details

Contact name:

Date request submitted:

Company / organisation:

Contact number:

Mobile number:

Email:

PO number (if applicable):

ABN:

Billing address:

What signage would you like on the function room door?

### Booking details

Booking date:

Time in:

Time out:

Number of participants:

Equipment required: Projector Laptop Speakers Lecturn Wifi Other

Room set-up style: Workshop (U-shape) Board Room (Rectangle) Small groups (max 6 p/table) Theatre (seating only)

**Note: Maximum 25 participants due to COVID-19 restrictions**

Additional information / requests:

**Note: Hire fee is inclusive of all equipment including IT and whiteboard; set up/pack up and cleaning; all day tea and coffee and chilled water available in the function room kitchen.**

**For catering, please contact Chef Bistro ([www.chefbistro.com.au](http://www.chefbistro.com.au)). If cutlery, crockery and servingware is required, please make arrangements directly with Chef Bistro.**

**OFFICE USE ONLY**

Quote number

Cost excl GST

## TERMS AND CONDITIONS

- Smoking and alcohol is NOT PERMITTED under ANY circumstances whilst on Youth Involvement Council grounds. A designated smoking area is located in the car park on the opposite side of Lawson Street.
- Help stop the spread of COVID-19 by keeping your distance. Remember, don't shake hands or exchange physical greetings. Wherever possible stay 1.5 metres apart and practice good hand hygiene. If you're feeling unwell, please stay home.
- Children attending events must always be supervised.
- For events held on weekends, public holidays or in the evening, please ensure that all gates are locked once your group is inside.
- Emergency exits are for emergencies only. Please use the designated emergency exit for the function space you have booked. Alternative exit points will be pointed out once you return the booking form.
- Parking is provided in the carpark at the left-hand side of the Youth Involvement Council main building and to the front of the building. REVERSE parking only. Additional parking is located on the opposite side of Lawson Street.
- Kitchen facilities are available. At times the fridge may have items left by other groups; please do not remove or use.
- A cancellation of booking without seven days' notice will incur a cancellation fee of 50% of the total booking fee. Cancellations on the day of the booking will be charged at the full amount. No show on the day will be charged the full amount.
- An additional cleaning fee will be charged if the venue is left in an untidy manner.
- Invoices will be issued directly after the event although can be requested at an earlier date via email/phone.
- Where invoices are more than 30 days overdue a fee of 30% of the hire fee applies.
- Credit card payments in excess of \$1000 per invoice will incur a 1.5% surcharge (Mastercard and Visa only).
- By approving this booking form via return email, the client agrees to the above terms and conditions.

