



Youth Involvement Council Inc.

PO Box 2543

34 Lawson St, South Hedland WA 6722

SOUTH HEDLAND WA 6722

Ph: 9140 1272

Email: functions@yic.com.au

Venue Hire Form

Name:	
Company Name:	
Address:	
Phone:	
Mobile:	
Fax:	
Email:	
ABN:	

Please indicate which venue you require:

- Function Room HQ Board Room
Commercial Kitchen
Other _____

Date/s Required:			
Number of participants:		Time Duration:	
Equipment Required:			

***PLEASE NOTE:**

Hire fee is inclusive of Booking fee, Equipment hire, set up / pack up and cleaning (Ex. GST).

<i>Office use only:</i>



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Children:

Children attending events must be supervised at all times.

Security;

Please also ensure that all gates are locked once your group is inside. This is necessary where your event falls on a Saturday, Sunday, Public Holiday or during an evening session.

Emergency exits;

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 and pay the security and key deposit for use of our function space.

Emergency doors are only to be used in an emergency.

Smoking & Alcohol

Smoking & alcohol is **NOT PERMITTED** under ANY circumstances whilst on Youth Involvement Council grounds. Designated smoking area is in Car Park **ACROSS** the road.

Parking:

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.

Kitchen;

Kitchen facilities are available in all function spaces, at times the fridge may have items left there by other groups please do not remove or use.

Cancellation;

A cancellation of bookings without seven (7) days' notice will incur a cancellation fee of 50% of the booking plus the 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. A cancellation at any time after booking the event will incur the \$25 Booking Fee charge.

Where invoices are more than 30 days overdue a fee of 30% of the hire fee applies

Where applicable - A key deposit of \$100.00 is required for all venue hire.

Signature of Hirer: _____

Name: _____