



HOUSING INDUSTRY ASSOCIATION ROOM BOOKING FORM 2017

22 Parkland Road, Osborne Park WA 6017 Phone: (08) 9492-9200 Email: hiawaroomhire@hia.com.au

EVENT DETAILS

Function Date: _____ / _____ /2017 * For multiple bookings please complete a new form/s

Start Time: _____ Finish Time: _____

Number of guests attending: _____ HIA Member # (if applicable): _____

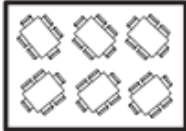

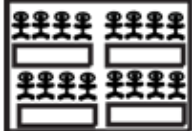
COMPANY DETAILS

Company: _____ Phone: _____

Contact Name: _____ Email: _____

Postal Address: _____

Please select your choice of room hire by ticking relevant boxes below:

TRAINING ROOMS (Ground Floor) <small>Available Monday - Friday</small>	HALF DAY HIRE (inc. GST) HIA Member / Non-Member		FULL DAY HIRE (inc. GST) HIA Member / Non-Member	
One room max of 45 people (depending on layout)	<input type="checkbox"/> \$240.00	<input type="checkbox"/> \$315.00	<input type="checkbox"/> \$365.00	<input type="checkbox"/> \$490.00
Two rooms combined max of 100 people (depending on layout)	<input type="checkbox"/> \$365.00	<input type="checkbox"/> \$525.00	<input type="checkbox"/> \$575.00	<input type="checkbox"/> \$840.00
Please circle required layout (for Training Room bookings only)	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p><i>Group of desks</i></p> </div> <div style="text-align: center;">  <p><i>Theatre style</i></p> </div> <div style="text-align: center;">  <p><i>Rows</i></p> </div> </div>			
BOARDROOM / MEETING ROOMS (First Floor) <small>Available Monday - Friday</small>	HALF DAY HIRE (inc. GST) HIA Member / Non-Member		FULL DAY HIRE (inc. GST) HIA Member / Non-Member	
Boardroom – seats 24 people in Boardroom style	<input type="checkbox"/> \$240.00	<input type="checkbox"/> \$315.00	<input type="checkbox"/> \$365.00	<input type="checkbox"/> \$490.00
Meeting Room 1 – seats 12 people in Boardroom style	<input type="checkbox"/> \$175.00	<input type="checkbox"/> \$230.00	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$325.00
Meeting Room 3 – seats 16 people in U-Shape style	<input type="checkbox"/> \$220.00	<input type="checkbox"/> \$295.00	<input type="checkbox"/> \$315.00	<input type="checkbox"/> \$410.00
EQUIPMENT – Please note that internet access/WiFi is NOT available				
COMPLIMENTARY (please select if required)	Overhead Data Projector System <input type="checkbox"/>	Flip Chart & Paper <input type="checkbox"/>	Whiteboard <input type="checkbox"/>	
AVAILABLE FOR HIRE (inc. GST)	Microphone Hire \$15.00 <input type="checkbox"/>	Laptop Hire \$35.00 <input type="checkbox"/>		



HOUSING INDUSTRY ASSOCIATION ROOM BOOKING FORM 2017

22 Parkland Road, Osborne Park WA 6017 Phone: (08) 9492-9200 Email: hiawaroomhire@hia.com.au

BOOKING TERMS AND CONDITIONS

BOOKINGS

- Tentative bookings will be held for a period of seven days only, after which time the space will be released.
- Bookings can only be taken up to six months in advance.

TIMINGS

- All rooms are available Monday to Friday for 8.30am access.
- All training rooms must be vacated by 3.30pm.
- Boardroom and meeting rooms must be vacated by 4:30pm.
- Access outside of these times will require prior approval.

CATERING

- Water, Tea and instant coffee is inclusive of your room hire on a self-serve basis.
- HIA will book your catering. Morning tea is delivered at 10.00am, lunches are delivered at 12.00pm and afternoon tea delivered at 2.30pm - alternative times cannot be guaranteed.
- All catering orders are provided on a self-service basis. HIA does not provide wait staff.
- Plates, crockery, cutlery and serviettes are provided by HIA.
- 24 hours' notice is required of any changes or cancellations to orders (48 hours' notice is required for large orders).
- Outside catering is not permitted.

IT ASSISTANCE/EQUIPMENT

- IT assistance is not provided as part of the hire conditions.
- There is no internet access or WiFi available.
- HIA recommends that if using your own laptop adequate time is allowed to ensure equipment is in working order and is synchronised with HIA's audio visual equipment.

CANCELLATION

- If you wish to cancel within seven days prior to your booking date, you will be charged a 75% fee of the total invoice amount. For 24 hours' notice or less, you will incur the full cost of the room hire.

HOUSE RULES

- It is understood that the client will conduct the function in an orderly and lawful manner, respecting the privacy and comfort of other visitors and tenants to HIA at all times.
- Alcohol is not permitted.
- Smoking is not permitted inside the building or within 15 meters of any entrance to the building.
- HIA does not take any responsibility for any items left behind.

CLEANING

- Any additional costs incurred from extra cleaning required or damage to property during hire will be charged to your credit card or invoiced to you. To limit extra cleaning charges being incurred, please ensure guests utilise the plates provided for catering purposes.

Please sign your agreement to the above Booking Terms and Conditions below:

Name: _____

Company Name: _____



HOUSING INDUSTRY ASSOCIATION ROOM BOOKING FORM 2017

22 Parkland Road, Osborne Park WA 6017 Phone: (08) 9492-9200 Email: hiawaroomhire@hia.com.au

Signature: _____ Date: _____/2017

CATERING OPTIONS

No outside catering permitted. Rates quoted are GST inclusive. Prices and information are current as at 5 January 2017 and are subject to change. **Water, Tea and Instant Coffee is provided throughout your room hire on a self-serve basis.**

Catering Options	Morning Tea (10.00am)	Lunch (12.00pm)	Afternoon Tea (2.30pm)	Price Per Person/Each
Assorted Petite Cookies Platter (43 pieces) <i>Melting Moments, Hazelnut Chocolate, Afghan, Raspberry and Shortbread</i>				\$60.00 per platter
Assorted Muffins – <i>Blueberry, Orange & Poppy seed, Apple, Raspberry & White Chocolate, Carrot & Walnut and Chocolate Chip</i>				\$5.50 per person
Assorted Petite Danish Platter (30 pieces) <i>Apple, Apricot, Cherry and Cinnamon Scroll</i>				\$75.00 per platter
Small Fruit Platter (serves 6-8 people)				\$45.00 per platter
Large Fruit Platter (serves 8-12 people)				\$80.00 per platter
Assorted Sandwiches				\$13.00 per person
Assorted Wraps				\$14.00 per person
Assorted Toasted Turkish Bread				\$15.00 per person
Assorted Pizza Platter (60 pieces, serves 12-15) <i>Capricciosa, Roasted Mediterranean, Margherita and Super Kale</i>				\$85.00 per platter
Classic Mini Savouries Platter (50 pieces, serves 8-10) <i>Ham & Cheese Rolls, Spinach & Ricotta Rolls & Quiches, Sausage Rolls, Quiche Lorraine, Pastries, Shepherds Pies and Party Pies. Accompanied with tomato sauce</i>				\$90.00 per platter

If you require any special dietary requirements, please note here:



HOUSING INDUSTRY ASSOCIATION ROOM BOOKING FORM 2017

22 Parkland Road, Osborne Park WA 6017 Phone: (08) 9492-9200 Email: hiawaroomhire@hia.com.au

PAYMENT OPTIONS

I am a HIA Member and I would like to be invoiced

OR

Please debit credit card (circle appropriate) VC / MC / DC / AMEX

Card Number: _____ Exp date: _____

Name on card: _____ Signature: _____ Date: _____