

Video Conference Booking Form

Hired to: *(invoice address)*

| | | | |
|----------------|-----------------------|------|----------|
| Business name | | | |
| Person booking | Name, phone and email | | |
| Postal Address | | Town | Postcode |
| ABN | If new account | | |

| | | | | | |
|--------------|------------------------------|-----------------------------|------|----------------|-----|
| New Account? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Cash | To be Invoiced | PO# |
|--------------|------------------------------|-----------------------------|------|----------------|-----|

Booking Details

| Location | CRC | Start | Finish | Attending | Contact # | Notes |
|-----------|-----|-------|--------|-----------|-----------|------------|
| Kununurra | Yes | | | | | OFFICE USE |
| | | | | | | OFFICE USE |

Technical Contact Details

| Location | Name | Contact # | IP Y/N | Type / Brand | Test details | Notes |
|----------|------|-----------|--------|--------------|--------------|------------|
| | | | | | OFFICE USE | OFFICE USE |

Booking Requirements (Kununurra)

Room

| | |
|--|---|
| | Conference Room (seats 20) |
| | Video Conference (seats 12) |
| | Hot Office |
| | desk, chair, computer and telephone in separate room with access to PAYG printer, scanner, fax, photocopier etc |

Equipment/Staff (Kununurra)

| | |
|---|---------------------------------------|
| | Onsite Support |
| # | Laptop (12 Available) |
| | Data Projector / screen |
| | Video Conference Equipment (off site) |

Refreshments (Kununurra)

| | |
|--|--------------------------------------|
| | Tea/coffee/milk |
| | Packet biscuits |
| | External catering (please designate) |

Conditions of Hire

1. I am the authorised person to sign for the hire of equipment and/or room(s) and have provided any necessary paperwork (Purchase Order)
2. I accept that the rooms are to be left in a clean condition prior to the end of the hire period.
3. I accept that extra costs may be charged for cleaning if condition 2 is not met.
4. Should repair of any equipment result from damage or careless handling. I will accept and pay the repair costs, with prior notification.
5. If I use the equipment or room for longer than the agreed period as detailed on this form, I will agree to pay for the extended period at the same rate.
6. Once the room/equipment is booked, cancellation fees may apply.
 - a. 48 or more hours – no fee
 - b. 24-48 hours' notice – 50% of total
 - c. 0-24 hours' notice – 100% of total
7. Refreshments must be pre ordered at time of booking, costs will apply.
8. Any other services required on the day, will be charged at our standard rates.

Name: _____ Signed: _____ Date: _____

Hire Condition of Items

ROOM HIRED

| | INCLUDES | Condition at time of hire | Condition at time of return |
|------------------------|---|---------------------------|-----------------------------|
| Conference Room | 20 Black Chairs Trapezoid tables Rectangular table Video Conference equipment Phone Whiteboard Extras - please list | | |
| Hot Office | Desk Office Chair Workstation Power board | | |
| Front of CRC | Workstations Chairs Display screen Remote control | | |

EQUIPMENT HIRED

| | INCLUDES | Condition at time of hire | Condition at time of return |
|--------------------------------|--|---------------------------|-----------------------------|
| Box 1 | 5 laptops (Windows 7 with MS Office 2010) 5 Power cords 5 mice 1 powerboard (6 plug) 1 information sheet | | |
| Box 2 | 4 laptops (Windows 7 with MS Office 2010) 5 Power cords 5 mice 1 powerboard (6 plug) 1 information sheet | | |
| Data Projector | Data Projector Remote Control Bag Cables (list which cable) Adapters (list which one) | | |
| Projector Screen | Data Projector Screen | | |
| White Board and markers | | | |
| Other | | | |

Conditions:

1. I have read and agree to the Terms of Hire
2. I concur with the items taken and the condition in which they are taken from the Kununurra CRC as above
3. The items have been returned to the Kununurra Community Resource Centre in the same clean condition and good working order it was in when received, ordinary fair wear and tear excluded.

Signed: _____ Name: _____ Date: _____