

BOOKING APPLICATION FOR INNOVATION CENTRE BOARDROOM

Organisation:		Contact:
Postal Address:		
Telephone:	Fax:	
Email:	No. of People Participating:	

Date Required	Start Time	Finish Time

Please also note that an additional \$30 cleaning fee will be levied if the Board Room and Kitchen are not left in accordance with the conditions stated on the second page.

OFFICE USE ONLY

QUOTATION COST SUMMARY

Facility hire fee <i>(\$100 per day + GST, \$50 per half day + GST)</i>	\$	+	GST
Cleaning	\$	+	GST
Sundry	\$	+	GST
TOTAL including GST	\$		e&o.e.

If catering is required please telephone either the Cafeteria on 6659 3252/50 or the Coffee Shop on 6659 3251 with your requirements and account details.

I, OF
do hereby agree to abide by the conditions of use of the Coffs Harbour Education Campus as set out in the Conditions of Use/Policy Statement.

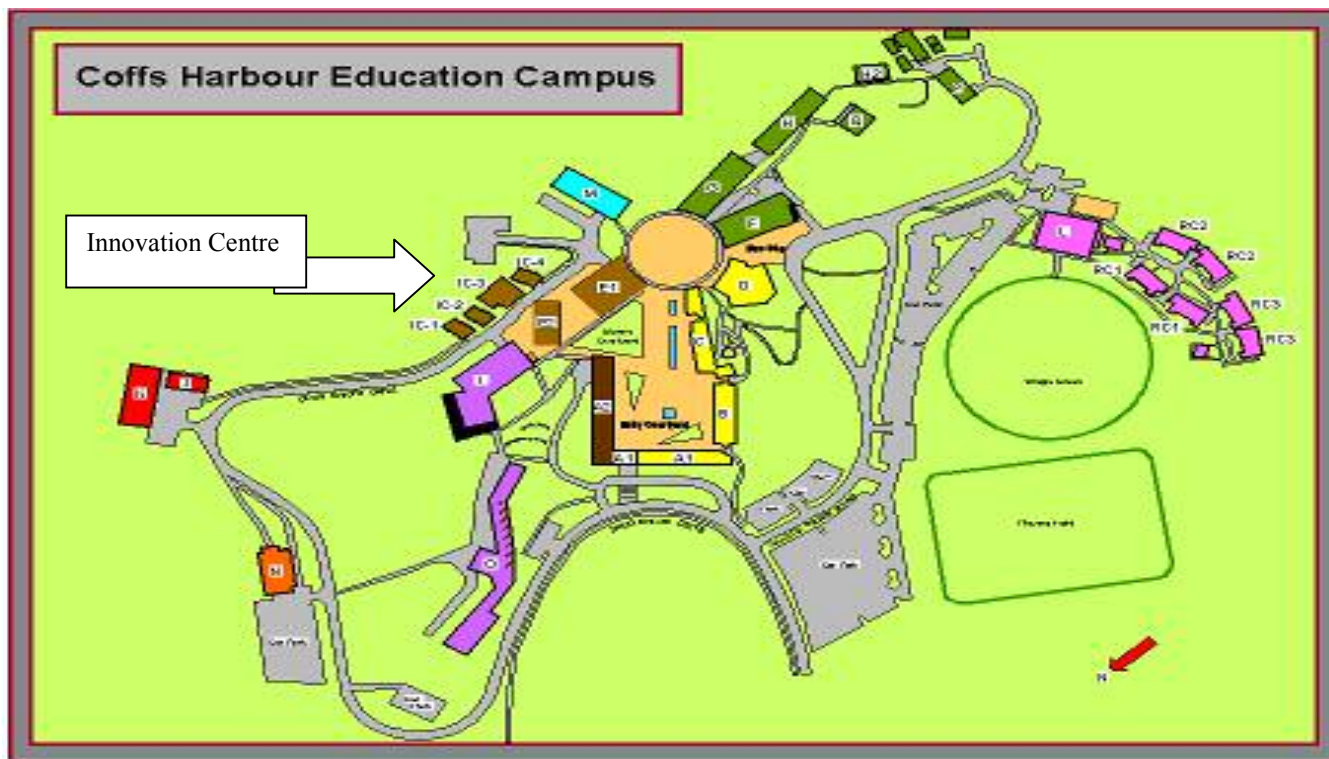
Signature

Date

Office Use Only	
<i>Date received:</i>	<i>Calendar noted:</i> <input type="checkbox"/> <i>Quotation supplied</i>
<i>Request Approved by:</i>	<i>Date:</i>
<i>Room Number Allocated:</i>	<i>Booking confirmed & Applicant Notified:</i> <input type="checkbox"/> <i>Date</i>
<i>Not Approved/Reason</i>	

Information to Assist & Conditions of Use in Booking Innovation Centre Facilities

The Coffs Harbour Innovation Centre boardroom is located in the Innovation Centre building and is accessible by driving to the back of the campus following the northern road which passes the centre at the north eastern wing of the Coffs Harbour Education Campus.



Making a Booking: If your organisation wishes to use Boardroom facilities, a booking may be made with the North Coast Youth Career Connections. Enquiries should be directed to the Administration Officer by telephoning (02) 6653 2900 or by emailing admin@youthcareers.com.au. Booking form has been detailed to ensure all bookings are favourably serviced. These forms can be forwarded via mail, fax, internet or collection from the Reception Office at the Innovation Centre. Upon receipt of the completed booking form with applicable fees & charges agreed, the Administration Officer will confirm the booking via email.

Catering: The Campus has a policy that the on-site Campus caterers have the initial opportunity to provide a quotation for catering an event/function. If you require information concerning catering requirements, the Administration Officer is available to assist you with your enquiry or you may direct your enquiry to the on-site Campus caterers. Telephone either the Cafeteria on (02) 6659 3250 or (02) 6659 3252 or the Coffee Shop on (02) 6659 3251. Details which may be requested of you includes number of participants, your budget, and menu preference.

When using the Innovation centre boardroom, please ensure the following conditions are adhered to:

- Please lock all doors and windows including the sliding doors and adjoining door to the kitchen, upon vacating the boardroom at the end of each day in use.
- Please draw all curtains at the end of each day in use and ensure that lights and fans are turned off at the end of each day in use.
- Please ensure all furniture is replaced in the order you found it, both in the boardroom, kitchen and outdoor areas.
- Please ensure all rubbish is removed and disposed of in the bin provided in the kitchen or in the 'green waste' bin opposite the Coffs Harbour Innovation Centre.
- Please confirm the earliest and latest time you wish to enter and leave; so that the boardroom can be unlocked and security alarm turned on/off.
- Please ensure you let the manager know of any concerns or difficulties with the boardroom at your earliest convenience.
- **Please be aware that the kitchen area and outdoor areas are common area for all Innovation Centre tenants, when catering and utilising the kitchen and outdoor facilities.**