

Application to Use University Facilities (External Hire)

City East City West Magill Mawson Lakes Whyalla Mt Gambier

Name of organisation _____

Phone _____ A.B.N.: _____

Address _____

Email Address _____

Contact Person Name _____ Mobile _____

Facilities required:

TYPE OF ROOM	DAY	DATE	TIME	
			In	Out

Purpose or type of function: _____

Title of Function: _____ Number of attendees: _____

Have any high profile guests (eg Ministers, Members Parliament), Exhibitors, Sponsors or Business Representatives been invited to attend Yes No.

If yes, please give details _____

Are car / bus parking facilities required? Yes No *(Subject to Campus conditions).*

Do you require AV Assistance or an On-site Technician to assist with your function: Yes No

Additional equipment required (eg Trestle Tables/Power Cords/A Frames) _____

Is permission to consume alcohol requested Yes No

If yes, please provide further information (ie consumption only / for sale, who is supplying alcohol etc)

(Please do NOT apply for a Limited Licence until approval has been given.)

I agree to abide by the Conditions of Hire of Facilities Agreement as attached and to indemnify the University of South Australia against any damages and losses resulting from the hire of facilities. Refer to Condition 3 (1) for cleaning /security requirements. I further agree to lodge with the Campus Facilities Manager of the University such sum as the University may require as a deposit against any damages and losses.

Signature _____

Date _____

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Rates

Hire fees are dependent on the type of room and equipment required. Special rates apply to educational institutions and not-for-profit organisations. Please enquire about any other special rates on offer. Room bookings hire fees will be invoiced at the beginning of the month after your booking has taken place.

Cancellations

Cancellation of booking must be given in writing no later than 72 hours prior to your scheduled event. If no advice given confirming cancellation 72 hours prior for first or second transgression then no applicable charge. If already paid the hire fee will be refunded in full.

Repeat room booking cancellation non-conformance will incur the following charges;

- Charge for 1 full day (or full amount if booking was less than a day)
- Do not charge subsequent days
- If already paid, refund subsequent days charging only for first day