



VENUE HIRE BOOKING FORM

*Please complete the form below to reserve the hall.
Completed forms should be sent to info@excelcentre.org.au*

Business Name:	
Contact Person:	
Email Add:	
Contact No:	
Date & Time Required	
Brief description of meeting.	
Public Liability Insurance	



TERMS AND CONDITIONS

The following terms and conditions apply to venue hire bookings at Excel Centre.

Booking

A provisional booking will only be held for two weeks and if unconfirmed it will be released without notice.

All prices are correct at the time of quoting, and are subject to change without notice. All prices agreed on a confirmed booking with a deposit paid will be honoured.

No dates may be confirmed without a deposit of 25% of the estimated cost of the event. This may be paid by electronic transfer.

Should you wish to change the date of your event, it will be at the discretion of the venue administrator.

Changes of event

Any amendments to the original booking will be agreed in writing with the client.

All events should have an authorised person present to liaise with the Excel Centre team should extra items need to be approved for the final bill.

Should your event cause for Excel Centre to engage external contractors to provide a service or product Excel will always pass the cost of this on. Excel will endeavour to keep this cost as initially quoted; however, any increases imposed by an outside party will be passed on to the client.

Power supply

For additional electrically powered equipment used for events, we will need to know the amperage and voltage required.

Health and safety

Any electrical equipment brought into the venue must have a current PAT certificate which must be presented on the day. Any equipment brought in by contractors arranged by the client must have current risk assessments and Public Liability Insurance..

Cleaning

We request that the client leaves the premises the same way they found it which is a clean and tidy way.

Damage/insurance cover

The Client will be responsible for any or damage to Excel property which is attributed to a member or members of the party. Therefore you will be required to provide proof of suitable insurance (where applicable) to cover cost of repair to Excel Project buildings, grounds and property in the

event of damage being caused by you, your guests or contractors over and above the general everyday usage of Excel covered by the companies Public Liability Insurance. The policy should also provide cover for personal injury and third party liability.

Payment of accounts

Invoices for all events will be sent out and the payment is due before the use of venue. Please discuss weekly payments if venue is being used for more than one week.

Acceptance

By signing and returning your booking form to us you will be acknowledging and accepting these terms and conditions.