

Request for Training Room Hire Form

(Regional Venues)

Contact: Ania Pronobis Email: training@mbav.com.au Telephone: 03 8673 0342
Please complete this form and email pages 1 & 2 at least 2 weeks prior to your booking date.

CONTACT DETAILS			
Contact Person:			
Company:			
Address:			
Email:			
Phone:		Mobile:	
Member	Yes / No	MemberNumber	

FUNCTION DETAILS			
Event description:		Number of People:	
Preferred Date/s:	Preferred 1:	Preferred 2:	
Start Time:		Finish Time:	

Bookings will be subject to:

- Room availability
- Provision of details of the program to be held. This must be stated on the venue booking form at the time of booking.
- Bookings will not be accepted for programs/functions that the Master Builders Association of Victoria considers being in conflict with its services, courses and/or business interests.
- Payment prior to the function commencement date inclusive of a booking fee of \$100.
- Cancellations will only be accepted and deposits refunded a minimum of 7 working days prior to the reserved date. If cancellation occurs less than 7 days prior to the booking date the \$100 booking fee will not be refunded.

I agree to the terms and conditions:

Signature: _____ Date: _____

PAYMENT DETAILS			
Credit Card:	Please debit my VISA or MASTERCARD (please circle) for \$ _____		
Card Number:		Expiry Date:	
Name on card:			
Signature of cardholder:			
Cheque:	Please find enclosed my cheque for \$ _____ made payable to Master Builders Association of Victoria.		

Request for Training Room Hire Form (Regional Venues)

Venue Details

Master Builders Ballarat Office
 14 Albert Street
 Sebastapol VIC 3356

Master Builders Wodonga Office
 35 Hovel Street
 Wodonga VIC 3690

Parking

There is unlimited street parking in the lot beside the office, as well as on the surrounding streets.

ROOM HIRE FEES

	Room (all rooms have access to tea/ coffee/ kitchenette)	Member (Business Hours)	Non Member (Business Hours)	Negotiated rate for multiple bookings	Other Features *(please see table below for extra features available)	
<input type="checkbox"/>	Room 1	NA	NA	\$100 per day	<ul style="list-style-type: none"> • Internet access • Projector 	<ul style="list-style-type: none"> • Whiteboard

Equipment Requirements

MASTER BUILDERS will supply any booked audio visual equipment requested for the duration of the function. If you need assistance with any equipment we are able to assist you with any information you may need. Any damages to equipment will be charged at either the amount to repair and restore the equipment to its original state, or in the event the item is unable to be repaired, the full replacement value of the equipment shall apply. Any self supplied equipment is to set up, operated & packed down by the client (MASTER BUILDERS does not accept any responsibility for outside equipment).

EQUIPMENT REQUIREMENTS

Whiteboard/ markers		Internet connection		Lectern	
Computers		Tablets (\$ please enquire)		Flipchart/markers (\$30)	
Data Projection/ Screen		Portable Projector (\$30)		Raised podium/stage (\$ please enquire)	

Catering Requirements

All catering must be organised through Master Builders. The Hirer will receive an emailed quote for catering prior to the function date for approval/. If approved, this will be added to the venue hire invoice for payment.

<p>Additional costs will be incurred for use of commercial kitchen (\$120) and/or catering provision</p> <p>Tea/ filtered coffee – extra charge of \$30 per booking</p>	Do you require use of our commercial kitchen for food preparation purposes? No <input type="checkbox"/> Yes <input type="checkbox"/>
	Do you require the Master Builders to organise catering? <input type="checkbox"/> No <input type="checkbox"/> Yes
	If yes: <input type="checkbox"/> Morning tea <input type="checkbox"/> Lunch <input type="checkbox"/> Afternoon tea
	Please state food option preferences
	Please state any special dietary requirement
Please state how many people require catering _____	

Request for Training Room Hire Form (Regional Venues)

Room Booking Terms & Conditions

Booking Conditions

A signed copy of the venue booking form is required by the specified date to confirm your booking. Master Builders Association of Victoria (MASTER BUILDERS) reserves the right to cancel the booking if the venue contract has not been received by the specified date. The venue must be left in the same state as was originally presented. As this is an office environment, the hirer must be mindful of office staff and ensure to leave room clean after use.

Subject to Availability

Details of the program to be held must be stated at the time of booking the venue. Bookings will not be accepted for programs that the Master Builders Association considers in conflict with our services and/or courses.

Confirmation, Deposit & Payment

A signed copy of the venue contract and the requested deposit of 50% are required by the specified date to secure your booking. Payments can be made via cheque, credit card or cash.

Master Builders Association reserves the right to cancel any tentative booking unconfirmed by a deposit.

A confirmation will be sent to you and an invoice for the balance of the account will be forwarded 3 business days prior to the booking date.

Cancellations

In the event of a cancellation, we require at least 7 working days notice of the function start date or 100% of the booking fee will be forfeited.

If an event is cancelled within three (3) days of the function start date, catering charges may need to be fully paid.

Change of Date

If a date needs to be changed, Master Builders Association will attempt to roll over the function date, subject to availability. If the confirmation deposit has already been received, it will be transferred to the new date. However if the date change requested is less than 3 days of the requested days from the original date/s booked then the change will be treated as a cancellation.

Access Times

Day: 8.00 am - 5.00 pm or Evening: 5.00 pm - 9.30 pm Out of above hours by arrangement

Food/Beverage Consumption

Catering requirements must be ordered through Master Builders Association. No food and/or beverages of any kind will be permitted to be brought into MASTER BUILDERS for consumption at the function. No alcohol is permitted to be brought into MASTER BUILDERS for consumption at the function.

Final Detail & Attendance

Catering numbers, beverage requirements, audio visual requirements, room setup details & starting & finishing times must be confirmed 3 days prior to the function.

Catering charges will be rendered according to the confirmed numbers. Should no confirmation be received the numbers will be charged as per the venue contract.

Members Business Centre

No client has the sole right to the common areas within the area. At all times common spaces must be kept clear for ease of movement of all clients.

Conduct shall be in a professional & orderly manner in full compliance with the MASTER BUILDERS policies and all applicable laws.

Display & Signage

No displays or signage of any sort are to be displayed or affixed to any surface without prior approval.

Audio Visual Equipment & Hire Conditions

MASTER BUILDERS will supply any booked audio visual equipment requested for the duration of the function. If you need assistance with any equipment we are able to assist you with any information you may need. Any damages to equipment will be

Request for Training Room Hire Form (Regional Venues)

charged at either the amount to repair and restore the equipment to its original state, or in the event the item is unable to be repaired, the full replacement value of the equipment shall apply.

Any self-supplied equipment is to be set up, operated & packed down by the client (MASTER BUILDERS does not accept any responsibility for outside equipment).

Damages

The function coordinator is financially responsible for any damages (other than normal wear & tear) sustained to MASTER BUILDERS or its contents by the organizer or any of the organizer's guests.

Security

MASTER BUILDERS will take care but cannot take responsibility for the loss or damage to any equipment or merchandise left on the premises before, during or after your function.

MASTER BUILDERS reserves the right to exclude, or eject any guest from a function when MASTER BUILDERS considers the behaviour objectionable or their presence to be likely to give rise to violence or damage property.

Liability

If MASTER BUILDERS has reason to believe that a function will affect the smooth running of MASTER BUILDERS's business, its security, its membership or reputation it reserves the right to cancel the function without liability.

Basis of Agreement

In no event shall MASTER BUILDERS's liability be in excess of the total value food and beverage contracted.

Broadband Internet Access Conditions

Broadband or Dial Up Access to the Internet is provided by MASTER BUILDERS subject to the following conditions:

- Booking and use of MASTER BUILDERS internet connection will be entirely at the user's risk
- MASTER BUILDERS is not responsible for any third party content on the internet that a user may find offensive, upsetting or defamatory
- Security of content, login identification and passwords shall be sole responsibility of the user and no liability shall attach to MASTER BUILDERS should information become known to or be used by any third party.
- MASTER BUILDERS is not responsible for any security breaches suffered by the user when using the MASTER BUILDERS Internet connection.
- MASTER BUILDERS is not responsible for any interruption to or loss of connection occurring during use and MASTER BUILDERS does not warrant or represent the Internet access provided is free from computer viruses and/or other defects.
- MASTER BUILDERS is not responsible for or accept any liability whatsoever for loss and/or damage howsoever caused to equipment, software, content contained on any drive or content held at any remote location to which the user may connect.