



# **KBCCI**

## **HIRE AGREEMENT**

### **Felix Cowle and Robert McKenzie Suites**

Please complete the following details and fax/post this form to the  
Kalgoorlie-Boulder Chamber of Commerce & Industry Inc.

**Hire Fees** (Fees are for hire between 8.30am to 5.00pm, a 20% surcharge applies for any after hours requirements)

#### **Members**

##### ***Up to 30 people***

\$220 per day

\$150 per half day

\$50 per hour

##### ***Up to 40 people***

\$330 per day

\$225 per half day

\$75 per hour

#### **Non-Members**

##### ***Up to 30 people***

\$250 per day

\$170 per half day

\$60 per hour

##### ***Up to 40 people***

\$375 per day

\$255 per half day

\$90 per hour

*The Felix Cowle Suite accommodates training facilities for 30 people*

*The Robert McKenzie Suite accommodates boardroom facilities for 20 people*

*Both rooms can be opened to accommodate a function for 100 people or theatre style seating for 40 people*

Felix Cowle Suite facilities include tea and coffee, TV/DVD player, data projector and screen and whiteboard.  
Catering is available, prices on enquiry.

We hereby accept the terms and conditions as listed above and overleaf and will pay any costs incurred by us as specified.

Organisation: .....

Postal Address: .....

Contact: .....

Phone: ..... Number of People: .....

Please tick the suite you wish to hire:      Felix Cowle Suite      Robert McKenzie Suite      Both rooms

Date of hire: .....

Time: .....

Data Projector required:      Yes      No

Signed: ..... Date: .....

Conditions of Hire overleaf must also be signed.

**Kalgoorlie-Boulder Chamber of Commerce & Industry Inc.**  
**PO Box 10259, Kalgoorlie WA 6433 • Phone: (08) 9021 2466 • Email: [info@kbcci.com.au](mailto:info@kbcci.com.au)**

# CONDITIONS OF HIRE

## Hours of Use

The Felix Cowle and Robert McKenzie suites are available for hire between the hours of 8.30am and 5.00pm Monday to Friday. Prior arrangement for use outside these times may be possible, but an extra charge will be applied.

## Cancellations

If the booking is cancelled less than 7 days prior to the date required, a cancellation fee will apply.

## Services provided at no extra cost

- WiFi
- Tea and Coffee facilities
- Electronic Whiteboard
- Overhead Projector
- Laptop
- Microphone & Speakers
- Access to free to air television channels and DVD player via projector

## Catering

The Chamber can arrange catering. Prices available on enquiry.

## Damage

The hirer will be responsible for payment to rectify any damage to the suites and furniture. Please note a cleaning charge may apply for some functions.

## Surcharge

A 20% surcharge will be added for venue hire after 5.30pm week nights and any weekend hires.

## Authorisation

I, (print name)

of, (company)

accept the above conditions.

Signed

Date