



HIRE AGREEMENT

Felix Cowle and Robert McKenzie Suites

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

Hire Fees (Fees are for hire between 8.30am to 5.00pm, a \$50 per hour 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

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 of 50%.

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 \$50 per hour 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