

VENUE HIRE BOOKING FORM

Cnr London Cct & Civic Square Canberra | PO Box 939 Civic Square ACT 2608
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Please ensure you have made a tentative booking before submitting this form.

Contact the Venue Hire Coordinator (as per the details above) to check availability and place a tentative booking.
For details on pricing, equipment and catering, please see the CMAG Venue Hire information sheet.

BOOKING CONTACT DETAILS

Organisation: Contact name:

Postal address: Phone:

..... Email address:

State: Postcode:

Not-for-profit/Community Group ☐ Commercial/Government ☐ CMAG Corporate Member* ☐

BILLING DETAILS (IF DIFFERENT FROM BOOKING CONTACT)

Organisation: Contact name:

Postal address: Phone:

..... Email address:

State: Postcode:

VENUE DETAILS

FOYER BOARDROOM ☐ PUBLIC MEETING ROOM ☐ THEATRETTE ☐

Date of booking:

Arrival time (incl. set up): Departure time (incl. pack down): Total hours:

Function start time: Function end time:

Name of host/facilitator of function: Phone (on date of booking):

EVENT DETAILS

Function title: Number of attendees:

Description of booking:

Is this event open to the Public? YES ☐ NO ☐

CATERING DETAILS

Will the event be catered? YES, (self-catered/CMAG) ☐ YES (other caterer) ☐ NO ☐

If YES (other caterer), please provide name of caterer:

Please note tea and coffee station services from external sources are not permitted at CMAG.

IN-HOUSE CATERING & OPTIONAL EXTRAS

Coffee service/light catering - price includes setup (indicate quantity)

| Item | price | qty |
|--|--------|-----|
| Tea/coffee (per head) | \$4.00 | |
| we can refresh your tea and coffee service for \$3.00 per head, per refresh. please indicate the timing of your coffee services below: | | |
| initial service time: | | |
| first refresh service time: | | |
| second refresh service time: | | |
| Mints (per head, minimum 4 serves) | \$0.95 | |
| Byron Bay button biscuits (per head) | \$1.00 | |
| Gluten free biscuit option (per head) | \$1.00 | |
| Crockery – dinner plate | \$1.00 | |
| Crockery – side plate plate | \$1.00 | |
| Glasses – wine | \$1.00 | |
| Glasses – champagne | \$1.00 | |
| Glasses – tumbler | \$1.00 | |

Optional equipment (indicate if required)

| Item | price | req'd |
|---|-----------------------------|---------|
| Projector + screen | | |
| Whiteboard (standard, includes pens) | | |
| Flip chart (includes easel, pens + paper) | \$35 | |
| Flatscreen television | \$40 | |
| Basic videoconferencing setup | \$80 | |
| Trestle table + black tablecloth (max. qty 6) | \$10 ea | |
| Laptop computer | \$60 | |
| > desktop speakers for laptop | \$10 | |
| | | |
| Foyer only: | 1 x 2m stage (2 available) | \$60 ea |
| Foyer only: | portable projector & screen | \$80 |

The CMAG Cafe is open 8:30am – 3pm on weekdays.

If you would like to set up a tab, please indicate below:

☐ YES, I would like a cafe tab available

DECLARATION

I have attached the following:

- A valid certificate of currency of Public Liability Insurance, minimum value of AUD\$10 000 000 (Government agencies excluded)
- Documentation verifying your organisation's not-for-profit status (if applicable)

By signing below, you confirm that you have read, understood and agree to the **CMAG Venue Hire terms & conditions of hire** provided to you at the time of tentative booking. No bookings will be confirmed without a completed declaration.

.....
Clients' signature

.....
Signed by (print full name)

.....
On behalf of and authorised by (organisation/company)

.....
Date