

VENUE HIRE BOOKING FORM

Cnr London Cct & Civic Square Canberra | PO Box 782 Canberra ACT 2601
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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: ABN:

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) Optional equipment (indicate if required)

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	
Biscuits (per head)	\$2.00	
Gluten free biscuit option (per head)	\$2.00	
Crockery – dinner plate	\$1.00	
Crockery – side plate	\$1.00	
Glasses – wine	\$1.00	
Glasses – champagne flute	\$1.00	
Glasses – tumbler	\$1.00	

Item	price	req'd
Basic videoconferencing setup	Inc.	
Whiteboard (standard, includes pens)	Inc.	
Projector + screen	Inc.	
Laptop computer	\$60	
Flip chart (includes easel, pens + paper)	\$35	
Nr. of Microphones required** (0 - 4 avail)	Inc.	
** Microphones not suitable for all venues, please contact CMAG to confirm availability		
Trestle table + black tablecloth (max. qty 6)	\$12 ea	
Foyer only	1 x 2m stage (2 available)	\$100
Foyer only	Portable projector & screen	\$80

The CMAG Cafe is open 8:30am – 3pm on weekdays.
Saturday: 12pm – 4pm. If you would like to set up a tab, please indicate here.

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