

Multicultural Australia Logan Community Space Hire Application Form

Multicultural Australia office in Logan is located at 55 Wembley Road, Logan Central, Qld 4114. This office has an open break out community space for hire for community events, meetings, workshops and training sessions. The area can occupy a total number of 80 persons standing OR a total number of 60 persons seated.

Please complete ALL details in full			
Organisation			
Contact Person			
Address			
Telephone number			
Email			
Day Required	Date/s Required	Start Time	End Time
Recurring Event	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Other:		
Meeting Rooms Requested	<input type="checkbox"/> Community Space		
Approximate number of people attending:			
Equipment availability			
Chairs	60		
Tables	15		
Please tick the boxes below indicating additional equipment required:			
<input type="checkbox"/> Tables - how many?			
<input type="checkbox"/> Chairs - how many?			
<input type="checkbox"/> Access to Community Kitchen			
<input type="checkbox"/> Data Projector (During office hours only)	Not available at this site		

Hiring Fees

This form needs to be completed at least ten days before your event. You can give the completed form to Multicultural Australia reception or use the submit function at the end of the form. An invoice will be sent on confirmation of your application.

Fees			
Room	Monday to Friday	Weekends	Public Holidays
Community Space	\$45/hr min 2 hrs	\$60/hr min 3 hrs	\$60/hr min 3 hrs

Are you (please circle):

Emerging Community

Community Organisation

Government/ Business/Private

Parking & Travel

Street parking is available roadside of Wembley Road. There is no onsite parking available. Woodridge train station is a 15-minute walk, with bus stops located directly opposite the building. In addition taxi/cab ranks are located at Logan Central Plaza opposite the building

Your booking request will not be considered unless this section is completed.

Terms and Conditions

- Confirmation of booking is subject to room availability and this booking form being signed and submitted to Multicultural Australia.
- A full refund of the hiring fee will be issued if more than 10 days notice is given. If less than 10 days, only 50 percent of the fee will be refunded.
- Regular bookings are only taken for up to a 3-month period (*Unless by special agreement with BMC*). ▪ The facility hired cannot be sub-let and must be used for the purpose stated.
- All persons hiring the premises must comply with relevant legislation including Occupational Health & Safety, Child Protection Legislation
- The venue and equipment must be left in a clean and tidy condition. All tables and chairs, where used, must be returned in an orderly way to the storage area behind the petition screens, with chairs being stacked and tables folded. If cleaning is required, an extra charge (min.\$175) will apply according to the length of the cleaning required. If you make use of the Community Kitchen, ensure it is thoroughly cleaned at the end of the event, all food items are removed from fridge and all rubbish is to be removed from site. Use of the coffee machine is not permitted.
- Permission must be sought if the hirer wishes to decorate the venue.
- Papers, poster, etc. may only be attached in a manner that will not cause damage to walls.
- Multicultural Australia cannot accept liability for the loss or damage to goods or equipment owned or hired by the hirer or their guests. The hirer is liable for any breakages to equipment, furniture, fixtures and any other Multicultural Australia property within the hired area and provided to him/her upon his/her request.
- Prior to the event, the hirer/user must specify all the equipment required and make him/herself familiar with the equipment as there is no technical support available outside of office hours.
- It is the hirer's responsibility to configure the venue according to his/her needs and return equipment/table/chairs etc. to its respective places after use.
- If you have catering to be delivered, you are responsible for organising and receiving the delivery, where it is to be placed, the return of any trays, etc.
- Smoking is not permitted inside the building (or within 5 meters of the centre) and the consumption of alcoholic beverages is not permitted under any circumstances.
- The building is in a residential area. Users of this facility must be considerate of nearby houses and keep noise to a minimum especially outside the building and at night. No one is permitted in the Centre after 10pm. Any noise complaints will jeopardise future bookings.

After reading the terms and conditions:

I _____ of _____ (your organisation)

agree to comply with all terms and conditions as set out above. I have read and fully understand the terms and conditions and agree to abide by them. (*If providing a hard copy sign below, otherwise pressing submit button indicates acceptance of these terms and conditions*)

Signed: _____ Date: _____