



Elderslee@Tuggerah Room Hire Initial Inquiry

Introduction

Please email us with the following form completed, prior to making phone contact. Once received, an Elderslee Foundation representative will contact you.

Once completed, please send to admin@eldersleefoundation.org.au

Room Bookings

COVID-19 Note: The numbers that can use our facilities are reduced because of our COVID-19 Policy restrictions. Please see our website <https://eldersleefoundation.org.au/elderslee-tuggerah/> for information on each room.

Please provide the following details:

Name

Organisation

ABN

Email

Phone contact

Purpose of Room Hire (e.g. meeting, rehearsal)

Please complete the following table, indicating which space you are interested in:

✓ Tick	SPACE	Date/s	Time/s	No. People
	Conference Room			
	Foyer/ bar			
	Board room			
	Meeting Room			
	Red Tree Theatre			

Booking Period

When making a booking, it is important to remember to include enough time for setting up packing away, and cleaning the room afterwards. There is no "gap" time between bookings, so setup and pack-up time forms part of your booked timeslot. Just as you would expect the room to be vacant, neat and tidy at the time of your booking, please do the same for the people after you.

Nobody is to be in the building before 6:00am or after 12 midnight.

Once your booking has been approved, you will need to:

- Provide evidence of public liability insurance currency
- Attend the centre for a briefing at least 2 days prior to the booking date
- Sign a booking agreement

Room Hire Charges

Due to COVID-19, Room Hire Charges are not published on our website and may change at any time, subject to government policy and circumstances.

Different rates apply to:

- Not for Profit Community Organisations (registered with the ACNC)
- For-profit and government agencies
- Longer term recurrent bookings

Right of Refusal

The Elderslee Foundation reserves the right to refuse any booking. New bookings will not be accepted where the hirer has an outstanding balance owed to us.

Bookings may also be refused where the hirer has breached the Terms and Conditions in the past, including, but not limited to, causing damage to the premises; leaving goods behind which have to be cleaned up; leaving the room/s in an untidy manner or not cleaning the room after use; leaving doors unlocked or chocked open, which are against our security requirements. Repeated no shows may also result in bookings being cancelled or refused.