



NATIONAL CENTRE OF INDIGENOUS EXCELLENCE

FACILITY BOOKING

Thank you for your interest in booking with NCIE Fitness & Aquatics Conference Service. Please provide your booking details and requirements and return by email. We will contact you with a quote.

CONTACT DETAILS

Organisation: _____ ABN: _____
Contact: _____ Mobile: _____
Email: _____
Address: _____
Suburb: _____
State: _____ Postcode: _____

FACILITIES AVAILABLE

Our heritage conference rooms have abundant natural light, beautiful high ceilings and natural ventilation. Our conference rooms are an ideal non-corporate meeting space or event location. Custom set ups available on request. Registration tables can also be provided.
Set up options include.

Classroom ☐ Theatre ☐ Boardroom ☐ U-Shape ☐ Cabaret ☐ Banquet ☐

Extra Large Conference Room:

The room includes Projector, White Board, Wall TV & Flip Chart Stand. Cost per hour is \$250.00 ☐

Large Conference Room:

The room includes Projector, White Board and Flip Chart Stan. Cost per hour is \$200.00 ☐

Small Conference Room:

The room includes a White Board and Wall TV. Cost per hour is \$115.00 ☐

Optional extras:

Logitech Meetup Conference Camera Hire Cost \$100.00 ☐ Internet Dongle Hire Cost \$50.00 ☐

Mother Earth Native Wildflower Signature Vase: \$230.00 ☐

Mother Earth Native Bouquet or in vase: \$270.00 ☐

Mother Earth Native Ultimate Wildflowers in vase: \$480.00 ☐

All day Tea, Coffee & Cookie Station with 1 bottled water @ \$19.00 per head: _____

All day Tea, Coffee & Cookies Station Café Style with 1 bottled water @ \$24.00 per head: _____

Bottled Juice @ \$5.50 per bottle: _____ Bottled Still or Sparkling Water @ \$5.50 per bottle: _____

BOOKING DETAILS

Day:	Date:	Start Time:	End Time:	Indigenous #	Non-Indigenous #	Total number of People:

ADDITIONAL COMMENTS/REQUESTS: _____

PAYMENT OPTIONS:

EFT Payment ☐ Credit Card Payment ☐ *please note Credit Card payment will incur 1.33 % surcharge.*

HEALTH & SAFETY

Smoking, drug and alcohol

Smoking and vaping are not allowed anywhere on the NCIE site nor within the NCIE Fitness & Aquatics Centre. The possession, sale or consumption of tobacco, alcohol or illegal drugs on site is prohibited.

Offensive behaviour and/or language

Offensive behaviour and /or language includes all/any behaviour that is perceived as inappropriate, aggressive, demeaning or discriminating (language or actions) towards others (including family / team members) is unacceptable. Any offensive behaviour within your group may result in the immediate termination of your hire agreement with NCIE Fitness & Aquatics.

Restricted equipment

If you bring equipment on site, hirers must inform the Membership and Sales Coordinator 1 week in advance for approval. Any electrical (including inflatables) must be tested and tagged. Hirers shall handle birthday candles with care. Any items or activities which may potentially cause a fire (e.g., sparklers) are prohibited across the NCIE site.

Injury and First Aid

First Aid facilities are available at NCIE Fitness & Aquatics.

You can contact staff on 0488 593 125 or Fitness Reception (02 9046 7800) for First Aid support. For any injuries / incidents an NCIE Fitness & Aquatics incident report form should be obtained from the Duty Manager, filled out and submitted to the Duty Manager. This is in addition to your group's own reporting process.

Emergency Response

NCIE Fitness & Aquatics has an emergency response plan and emergency flip chart (located near Fitness Centre entrance and at the Fitness Centre Reception). Our emergency response team and contacts are listed on this chart.

The site response to any emergency will be:

- RAISE THE ALARM. Alert the Duty Manager (0459 182 701). Dial 000 for any medical emergency).
- Follow the instructions of NCIE Fitness & Aquatics Wardens and staff.

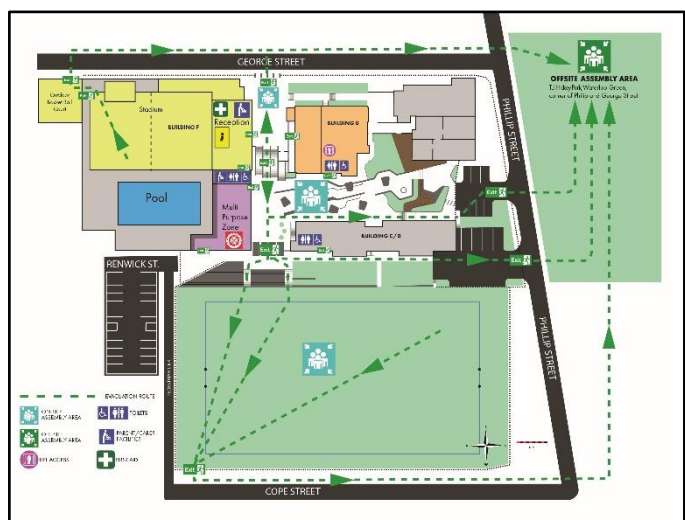
Lock Down

In the event of a lockdown NCIE Fitness & Aquatics will announce the Lock Down verbally.

- Remain calm and do not panic
- Be quietly seated on the floor, out of sight

Evacuation

Evacuation Alarm will be activated throughout the building. You should follow the instructions from NCIE Fitness & Aquatics staff, evacuate the building to an outside area. Await further instructions from NCIE Fitness & Aquatics staff who will direct you to the assembly point or direct you to return to the building in the case of a false alarm. The NCIE site Assembly Area, marked on the map, is TJ Hickey Park aka Waterloo Green, corner of Phillip & George St.



CONDITIONS OF HIRE

All hirers shall comply with NCIE Fitness & Aquatics conditions of entry.

All Centre facilities must be left in the condition in which they are found

The hirer is responsible for cleaning of all rubbish and returning all equipment to its appropriate place before departing the Centre.

The hirer must ensure that fixtures and fittings are not removed, defaced or damaged in any manner. Damage must be reported to the Duty Manager immediately. The cost of the repair will be met by the hirer. No decorations, fixtures or posters of any manner are to be erected without the written permission of the Centre Manager.

The hirer in this contract is the sole hirer and shall not at any time sublet the facility without the written permission of the Centre Manager.

Cancellations

Booking cancelled within 48 hours prior to scheduled booking date/ time will incur a charge at the full rate of the booking. Management reserves the right to cancel any booking at any time if management deem necessary.

- 7 days before onsite booking - No Cancellation Fee applies
- 6 days to 3 days before onsite booking - 50% Cancellation Fee applies
- Within 48 hours of onsite booking - 100% Cancellation Fee applies

As per the above terms, we do not offer refunds for conference bookings. A credit note valid for 12 months will be issued for any cancellations.

Indemnity

The hirer will and does hereby indemnify and hold indemnified the NCIE Ltd from and against all actions, claims, demands or proceedings which may be instituted against the NCIE or its officers, staff and contractors in respect or arising from any incident, loss, damages or injury to persons or property by reason of any act or omission by the hirer in connection with the equipment or facilities hired.

Hirers must provide their own first aid. NCIE Fitness & Aquatics will only provide First Aid in the event of an emergency, in all other events it will only support the provision of First Aid.

Payment

All bookings must be paid in full at time of booking, Payment in full is required at the time of booking to secure the reservation, Invoicing options are available for individuals/groups that have 4+ bookings per month.

I _____ of the abovementioned group have read and accepted the Conditions of Hire and reviewed the Health and Safety information.

Name: _____ Date: _____

Signature: _____