



**CONTACT DETAILS**

Organisation: \_\_\_\_\_ ABN: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_  
 State: \_\_\_\_\_ Postcode: \_\_\_\_\_

CONFERENCE & EVENTS EXTRA'S AVAILABLE		Mon - Fri	Sat - Sun
	Acknowledgement to Country	\$440.00	\$770.00
	Smoking Ceremony with Welcome to Country	\$880.00	\$1,200.00
	Conference - Stationery Pack - Basic - Per person	\$8.00	Pens, Note pad, Highlighter, Postit
	Conference - Stationery Pack - Deluxe - Per person	\$12.00	Pens, Note pad, Highlighter, Postit
	Conference - Speaker pack	\$200.00	Whiteboard Markers, Perm Markers and Flip chart, Postit
	Portable Large TV on Stand - Per Day	\$200.00	
	Portable Large TV on Stand - Per Hour	\$50.00	
	Portable Speaker Hire - Large Speaker - Per Day	\$200.00	
	Portable Speaker Hire - Large Speaker - Per Hour	\$50.00	
	Portable Speaker Hire - Small Speaker - Per Day	\$150.00	
	Portable Speaker Hire - Small Speaker - Per Hour	\$30.00	
	Chair Hire - 10 Chair Pack	\$50.00	Additional chairs
	Table Hire - Café Style	\$20.00	Additional tables
	Table Hire - 6ft	\$30.00	Additional tables
	Table Hire - 8ft	\$40.00	Additional tables
	Reception Table with Cloth	\$50.00	
	Lectern	\$30.00	
	Tablecloth Hire – Small - 6ft	\$25.00	
	Tablecloth Hire – Large - 8ft	\$30.00	
	Marquee Hire - 6m x 3m - Per Day	\$250.00	
	Marquee Hire - 4.5m x 3m - Per Day	\$200.00	
	Marquee Hire - 3m x 3m - Per Day	\$150.00	
	Marquee Hire - 2.4m x 2.4m - Per Day	\$110.00	
	Conference Room - Mother Earth Native Ultimate Wildflowers in vase	\$480.00	
	Conference Room - Mother Earth Native Bouquet in vase	\$270.00	
	Conference Room - Mother Earth Native Wildflower Signature Vase	\$230.00	

**ADDITIONAL COMMENTS/REQUESTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.

**CANCELLATIONS**

Conference Extra's cancelled within 72 hours prior to scheduled booking date/ time will incur a charge at the full rate of the Conference Extra's. 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 4 days before onsite booking - 50% Cancellation Fee applies.
- Within 72 hours of onsite booking - 100% Cancellation Fee applies.

**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 Conference Extra's orders must be paid in full at the time of booking.

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_