

# Terms and Conditions of Use

## – Shire of Augusta Margaret River Augusta Office Space - Not for profit organisations



May 2023

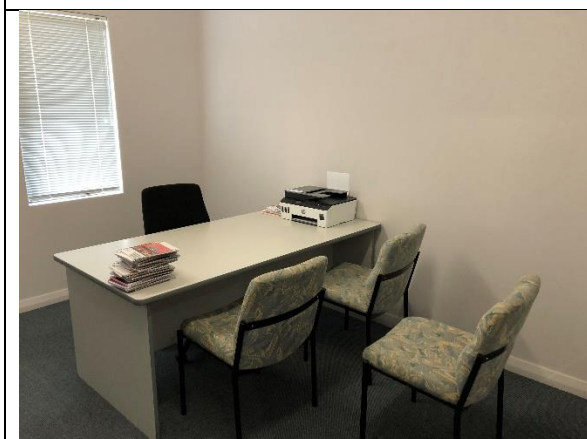
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## Room Booking

The Shire of Augusta Margaret River Augusta Office has available a separate room which can be used by outside agencies.

### Capacity and layout

Office layout – desk and three visitor chairs available for use by hirer.



### Terms and Conditions of Use:

- There is no charge for the usage of the room for government and not for profit organisations
- Furniture can be moved to a certain extent
- Furniture must not be dragged and is to be returned to its original position immediately after the event has finished.
- The room must be left as it was found – furniture in place, clean and tidy, no glasses, cutlery or crockery left behind
- The scanner is for the use of the Augusta Chamber of Commerce only
- If the above conditions are not fulfilled, a charge will be levied.

AUGUST OFFICE ROOM BOOKING FORM

## Acknowledgement of Terms and Conditions of Use

Organisation \_\_\_\_\_

Booking date \_\_\_\_\_ Start time \_\_\_\_\_ Finish time \_\_\_\_\_

Recurring Yes ☐ No ☐

Recurrence Weekly ☐ Fortnightly ☐ Monthly ☐ Other - specify \_\_\_\_\_

End of Recurrence \_\_\_\_\_

Assistance Required (ie IT, room set up. Note: Access can be made available to the Shire guest wifi if required)

I agree to abide by the conditions of use as outlined above.

Name \_\_\_\_\_

Role \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Mobile \_\_\_\_\_

### Office Use Only

CSO Officer meeting Room Booked and confirmation:

Date:

AUGUSTA OFFICE ROOM BOOKING FORM