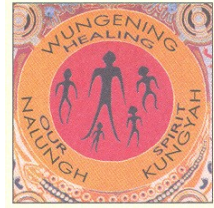


**ABORIGINAL ALCOHOL & DRUG SERVICE I NC
(A.A.D.S)**



**CONFERENCE ROOM HIRE REQUEST
BOOKING AND AGREEMENT**

Please return to:

BY MAIL:

AADS
PO Box 8105
Perth Business Centre
WA 6849 OR
211 Royal Street
EAST PERTH WA 6004

BY FAX:

08 92211585

BY E-MAIL

aads@aads.org.au

Thank you for your interest in hiring AADS Conference Rooms. Pending availability, we will reserve our conference room for your organisation.

Please be advised all Agencies are required to fill in this form to request room booking, confirmation will be sent once purchase order or organisation letterhead is received.

In this AADS Package you will find information relating to:

* **Meeting Rooms - Multifunction Room / Board Room**

- ▶ Condition of Hire
- ▶ Room and equipment hire costs

* **Meeting and Conference Catering**

- ▶ Tea and Coffee
- ▶ Lunch options—list of preferred caterers
- ▶ Payment Options

CONDITIONS OF HIRE:

As a condition of hiring this room we ask that you please:

- Leave the room clean and tidy
- Visitors to AADS are not permitted to use Mobile Phones in Passageways as this causes disruption to AADS staff.
- The Organiser of meeting will be permitted **one** Carpark bay.
- No parking is permitted for Attendees of your meeting.
- Report any damages that may occur
- Any spillages on carpets etc you will be responsible for cleaning costs or charged appropriately
- 48hrs Notice is required for cancellation of room.
- Cancellation fee of \$50 will apply if no notice is given.
- Purchase Order or organisation letterhead is required with the booking form.
- AADS are not responsible for consumables you require ie pens, paper, butcher paper, plastic plates, cutlery
- Treat AADS staff with respect

CATERING

Unfortunately AADS do not provide any catering but can assist with tea/coffee/milk.

CATERING: (please tick catering you require)

Tea / Coffee / Milk / Foam Cups \$3.00 per head
Number of People: _____

Urn (supply own tea/coffee/milk/cups) \$10.00 per day

AADS preferred caterers are:

- 88 Royal Street 9225 5880
- Health Department Canteen Health and Community Café 9222 4104

ADEQUATE NOTIFICATION IS REQUIRED FOR TEA/COFFEE/ SET UP

COST OF FACILITIES:

Please tick equipment you require:

- Multi Purpose Room**
(can accommodate up 100 people - additional chairs need to be requested if over 40people)
- 1-3 hrs \$100 per day \$200 per day
- Boardroom (25 people)**
- 1-3 hrs half day \$80 \$160 per day
- Electronic Whiteboard**
- 1-3 hrs half day \$40 \$80 per day
- TV/VIDEO/DVD**
- 1-3 hrs half day \$30 \$60 per day
- Overhead Projector/Laptop**
- 1-3 hrs half day \$80 \$160 per day
(only available in Boardroom)

Please be advised GST will be added on total

DATE REQUIRED:

Date required: _____

Time required: _____ am to _____ am

_____ am to _____ pm

Room required: Board Room Multi Purpose Room

Half Day: Full Day:

PAYMENT OPTIONS:

Please send Invoice to:

Agency: _____

Attn: _____

Postal Address: _____

State: _____ Postcode: _____

Contact Number: _____

Fax: _____

E-mail: _____

Total Cost of Facilities:

Room Hire : _____

Additional Facilities : _____

Total _____

Payment will be made by :

CASH CHEQUE EFT

OFFICE USE ONLY:

Purchase Order Number: _____

Invoice Date sent: _____ Invoice Number: _____

To: _____

Address: _____

Date: _____

Amount: _____

Cheque/Cash OR EFT Payment received:

Date: _____

From: _____

Amount: _____