



ARARAT NEIGHBOURHOOD HOUSE INC.

PO Box 49, Ararat, 3377
56 Campbell St, Ararat
Email: manager@araratnh.com

P: 5352 1551
ABN: 78 941 184 276
Reg: A0007608D

Room Booking Form

PLEASE fill in the details below, confirming details of your organisation and your requirements and return to Ararat Neighbourhood House Inc. either in person, or by email to manager@araratnh.com, or by posting to: Ararat Neighbourhood House Inc.
PO Box 49, Ararat 3377

Name of Group/Organisation: _____

Contact Person: _____

& Phone Number: _____

Address for Accounts: _____

Room Type	Rate are excluded GST
The Cave – SMALL	\$70 per day \$90 per A/H
The Hot Desk – MEDIUM	\$70 per day \$90 per A/H
Front Training Room – LARGE	\$70 per day \$90 per A/H
Computer Room- LARGE	\$70 per day \$90 per A/H
Room Hire – HOURLY RATE	\$22 per hour or \$70 if hired more than 3 hours
Room SET-UP Fee (if requested)	\$20 Flat Rate
Kitchen – Hourly Rate	\$22 per hour
Room PACK-UP/Cleaning Fee (if requested)	\$20 Flat Rate
Laptop Hire	\$15 Flat Rate

Beginning (insert date).....

Ending (insert date).....

Time: from to

Day of week

Recurrence

If a recurring booking – will it continue over school holidays?

YES NO (Please circle)

☐ We will pay by invoice at end of each month OR

☐ We will pay Reception as we use the rooms

▪ A laptop is available for use in the training room for a cost of \$15.

▪ A Data Projector/TV screen is available for use and is included in room hire fee.

▪ An extra Room Cleaning fee of \$40 per use will be charged if the room is not left in a suitable condition.

PLUS if necessary (add after the event)

PRINT NAME: _____

Signature: _____

Date: _____

☐ I have read the above terms and conditions of Room Use.

Additional Cleaning Fee after the event if room is not left in a suitable condition.	\$40 Flat Rate
--	----------------