

# Quaycentre & Hockey Centre Room Hire Enquiry Form

Paying in person: Reception, Quaycentre, Olympic Boulevard Sydney Olympic Park

## Section A - Contact Details

Primary Contact Surname		Primary Contact Given Name	
Name of Booking			
Organisation			
ABN			
Address			
Suburb	State	Postcode	
Home	Work	Mobile	
Email			

## Section B - Booking Details

Is Catering Required?	Expected Capacity
-----------------------	-------------------

If yes, please contact VENUES LIVE on catering@venueslive.com.au or call 02 8765 2002.

Room Hire (incl GST) Effective  
01/07/2020 - 30/06/2021

Daily Hire	Half Day (Max 4 hours)	Hourly Rate
<input type="checkbox"/> Acacia Room - \$630*	<input type="checkbox"/> Acacia Room - \$333*	<input type="checkbox"/> Acacia Room - Sports - \$65*
<input type="checkbox"/> Banksia Room - \$520*	<input type="checkbox"/> Banksia Room - \$263*	
<input type="checkbox"/> Liz Ellis Room - \$585*	<input type="checkbox"/> Liz Ellis Room - \$292*	<input type="checkbox"/> Liz Ellis Room - Sports - \$54*
<input type="checkbox"/> Lauren Burns Room - \$350*	<input type="checkbox"/> Lauren Burns Room - \$183*	<input type="checkbox"/> Lauren Burns Room - Sports - \$42*
<input type="checkbox"/> VIP Room - \$370*	<input type="checkbox"/> VIP Room 1/2 day - \$198*	<input type="checkbox"/> VIP Room - Sports - \$48*
<input type="checkbox"/> Eva Redfern Lounge - \$666		<input type="checkbox"/> Eva Redfern Lounge - Non Sport - \$102
		<input type="checkbox"/> Eva Redfern Lounge - Sport - \$72
		<input type="checkbox"/> Waratah Room - Non Sport - \$139
		<input type="checkbox"/> Waratah Room - Sport - \$78

## Equipment Requirements

<input type="checkbox"/> Data projector	<input type="checkbox"/> Projector screen	<input type="checkbox"/> Microphone	<input type="checkbox"/> Television
<input type="checkbox"/> Lectern	<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Table cloths	<input type="checkbox"/> Tables/chairs
<input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Internet available in selected rooms* Fees may apply		

Date	Start Time	Finish Time	Room set up
Total owing (oncosts maybe applicable)			\$

## Section C - Confirmation & Payment

I understand the **Terms and Conditions** (attached) and I confirm that I accept them on behalf of the organisation and confirm the above organisation holds a public liability policy to a minimum value of \$20 million. All bookings are tentative until the hirer receives written confirmation. All bookings must be paid in full prior to the first booking date. Payment will be processed when booking is confirmed. If paying by credit card to confirm booking:

- 1) Pay in person at counter prior to booking date at Quaycentre Reception
- 2) Phone 9714 7600 Monday to Friday 8.30am to 4.30pm

Signature	Date
-----------	------

**Quaycentre, Olympic Boulevard Sydney Olympic Park NSW 2127**

Locked Bay 9 Sydney Olympic Park NSW 2127

T: 02 9714 7600 F: 02 9714 7681 E: quaycentre@sopa.nsw.gov.au W: quaycentre.com.au

ABN 68 010 941 405