Client Details

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation Name: |  | | | | | ABN: |  |
| Contact Name: |  | | Position Title: | |  | | |
| Phone Number: |  | Email Address: | |  | | | |
| Invoice Address: |  | | | | | | |

Booking Details

|  |  |  |  |
| --- | --- | --- | --- |
| Date(s) of Booking: |  | Number of Attendees: |  |
| Time of Arrival: |  | Time of Departure: |  |
| Contact on the Day(s): |  | Telephone Number of Contact: |  |
| Nature of the Event: | e.g. Workshop, Boardroom Meeting, Team Building, Training | | |
| Welcome Sign to Say: | e.g. Iocane Workshop | | |

Type of Booking

*Please click on the relevant box to indicate your selection:*

Full Day 8.30am to 5pm $595.00 + GST

Half Day Morning - 8.30am to 12.30pm $335.00 + GST

Afternoon - 1pm to 5pm $335.00 + GST

Hourly Additional hours to above\*\* per hour $85.00 + GST

Early Access Before 8am $210.00 + GST

\*\* Minimum hire of the Stillwell Conference Suite is 2.5 hours. Alternative booking times are available and subject to agreement by Stillwell Management Consultants, please ask our Corporate Functions Coordinator. Both the Conference Suite and Terrace are strictly “**No Smoking**” areas.

***Please note that all hire options include a set-up and pack-up fee.***

Room Set Up

*Please click on the relevant box to indicate your selection:*

Boardroom set up – Seats up to 20 people

Workshop – Seats up to 32 people (4 x tables of 8)

U-Shape – Seats up to 16 people

U-Shape with head – Seats up to 20 people

Theatre (no tables) – Seats up to 60 people

Standing Event/Party – Up to 120 people

Cabaret set up – seats up to 24 (4 x tables of 6)

Hollow Square – Seats up to 20

*Please specify requirements:*

Catering Needs

SMC can offer a range of catering to suit your needs and it is only ever charged at cost. Our recommended caterers include Favourite Fillings Lunch Bar, The Rolling Pin, Sumo Salad or Funk Coffee & Food. Catering includes muffins, gourmet sandwiches, wraps and rolls, buffet luncheons or three course or boardroom luncheon meals. We are happy to organise catering on your behalf if you would prefer something else.

*Please click on the relevant box to indicate your selection:*

Stillwell Management Consultants to arrange catering

Client to arrange own catering

No catering required

***Refreshments:***

Percolated coffee, tea, spring water, juice, biscuits and mints = $4.50 + GST pp/per day

Spring water only = Free of Charge

*Please indicate catering requirements and any special requirements (eg. food allergies):*

*Please indicate your intended break times to allow Stillwell Management Consultants to replenish refreshments:*

**Morning Tea Break Time:**

**Lunch Break Time:**

**Afternoon Tea Break Time:**

Room Hire Requirements

*Additional items are available at the following cost; please click on the relevant box to indicate your selection:*

Hire of Stillwell Terrace = $60.00 + GST

60-inch Sony LED LCD TV – per function = $120.00 + GST

Lectern with microphone and speakers = $80.00 + GST

Electronic whiteboard – per day = $40.00 + GST

Easel x 3 (including butchers paper and markers) = Free of Charge

Hire of full catering kitchen (fridge, oven, microwave, dishwasher, cook top) = $90.00 + GST

Telstra Wireless 4G internet (per gigabyte, charged in 1 gigabyte blocks) = $10.00 + GST

Special Requirements

Please select any additional requirements you may have below to be hired on your behalf (charges apply):

Additional Portable Flipchart(s), Paper & Pens  Other

**Please note extension cords, data cables, power boards and any other electrical equipment are not provided by Stillwell Management Consultants.**

*Please list any additional requirements in the box below:*

Stillwell Conference Suite Terms of Hire

*Dear Valued Hirer,*

Thank you for booking our unique conference facility! To ensure that you enjoy a highly successful conference, we have developed the following protocols which we ask you to observe:

**Hire Charges**

As there are separate hire charges for the different facilities (conference room, terrace, electronic whiteboard, other equipment and any catering), please confirm with the person who has made the booking prior to commencement, exactly what has been booked and agreed to be paid for.

**Access**

Your group’s access will be from our Gallery (parquetry floored area adjacent to lifts on level 14) via the carpeted ramp which leads directly to and from the Conference Room.

Our Reception area is only for use by our Firm during the normal course of our working day. We ask that delegates of our Conference Room respect this. Please ask your delegates to refrain from “cutting across” the Reception area.

During breaks your delegates are welcome to use mobile telephones in the Art Gallery area of Level 14, northern end of the parquetry Gallery. Please ask them not to stand adjacent to our Reception area or to our Boardroom which is located on the southern side of our floor (next to the Conference Room).

**Kitchen Hire**

The Catering Kitchen is adjacent to our Conference Room. Hire of the Catering Kitchen includes the fridge, oven, microwave, dishwasher and cook top. All items including chef’s knifes, cooking utensils and miscellaneous items are not supplied – please remember to have your caterers bring their own tea towels, knives, cooking utensils, milk, coffee and sugar, gladwrap, alfoil etc. The kitchen must be returned to its original condition (eg. microwave, grill, oven cleaned) to avoid incurring a fee. Any missing, lost or damaged items will be charged for.

**Terrace**

If your group has hired the Stillwell Terrace adjacent to the Conference Room, please remind your delegates that the Terrace area is also strictly no-smoking. We would appreciate it if you were also to inform delegates that under no circumstances should they lean over the glass balustrade around the edge of the Terrace e.g. while holding a mobile phone, drinking glass or other objects as you, the hirer of our facility may be among the parties liable for any accidents resulting from falling objects.

Chairs from our Conference Room may not be moved onto the Terrace. If the Terrace has been booked together with provision of outdoor-quality chairs, our staff will have gladly made these available to you.

**Conference Room**

Within the Conference Room we ask you not to use sticky tape or blue-tack to attach butcher’s paper or other objects to the walls or windows or you will be charged with cleaning or repair costs. Instead, we provide three separate portable flipcharts with butcher’s paper for use during group discussions.

Please do not use permanent markers as they can cause permanent damage to the whiteboard. We provide all whiteboard markers for this reason. We would appreciate it if you would leave all markers and unused pads of butchers paper in the room after the conclusion of your session.

**Conduct at your Event**

Your event must be conducted in an orderly and lawful manner. Stillwell Management Consultants reserves the right to end your event if we believe that your event is not being conducted in an orderly and lawful manner. Stillwell Management Consultants may remove or deny entry to anybody being disruptive or acting in a disorderly manner.

Unless otherwise agreed, your event must be carried our within the time specified in your booking confirmation, the use of the Conference Suite outside your booking confirmation will incur additional fees to be calculated in half-hourly blocks.

**Music and Noise Limitations**

Prior approval must be made with the Corporate Functions Coordinator for:

* CD players
* Loud team building exercises
* Use of any other forms of music/entertainment which is intended for use during your event

Please ensure that the entry door of the Conference Room is closed at all times during sessions as we do not want to disturb other clients and guests of Stillwell Management Consultants - sound travels and confidentiality can be breached.

**Behaviour**

We respectfully ask that you keep a watchful eye over the appropriate behaviour of your delegates to avoid any charges being incurred by you for unnecessary damage to our premises (carpet, walls, tables, chairs, equipment, crockery, glassware etc). Additional charges will apply if the cleaning required after your event is deemed to be outside general cleaning standards.

Stillwell Conference Suite Terms of Hire(Cont’d)

**Fragrance Free Environment**

We enjoy a fragrance free environment in our offices here at Stillwell Management Consultants. We ask that your delegates refrain from spraying any chemical based cleaners, perfume or cologne whilst in our premises, in order to adhere to our fragrance free policy. If you have any concerns regarding this please speak with our Corporate Functions Coordinator for further clarification.

**Security**

Arrangements for extra security can be made on your behalf and charged directly to you. Stillwell Management Consultants will not accept responsibility for damage or loss of merchandise that may occur during your function.

**Payment Methods**

Please note that we accept payments via cheque, credit card payment, or EFT transactions into our nominated bank account. These accepted payment methods, and bank account details are listed on the invoice provided for Conference Suite hire after your booking. Payment terms are 14 days.

**Cancellations/Changes**

*Please advise our Corporate Functions Coordinator of any cancellations or postponements of your booking at least 5 working days prior to such booking. Cancellations or postponements made within 5 working days of your booking may incur a cancellation/postponement fee of 40% + GST of the total hire charge. Any changes to booking times made within 48 hours prior to the booking date/time may be charged at the full amount applicable to the originally booked time period (except in the case of extending the booking time where naturally an addition charge may be made). The above guidelines are to ensure that with the heavy demand for the facilities we are not left with vacant rooms due to factors beyond our control. Any catering or additional hire costs (at cost) that may have been pre-ordered and cannot be cancelled will also be chargeable. Cancellations on the day will be charged at the full fees of the hire, including room hire, catering and any additional equipment/needs which formed part of the original booking made with Stillwell Management Consultants Pty Ltd.*

**Conclusion**

We are delighted that you have chosen to use our conference facility and are sure that you will use it on many occasions in the future. Following the simple protocols outlined above, ensures that your event will have a successful outcome.

Thank you for your cooperation and for treating our facility as if it were your own. Our Corporate Functions Coordinator would be delighted to help you at any time. Please do not hesitate to contact us on 08 8212 0999.

I,                 of                 have read, understood and agree to comply with the terms and conditions as set out above regarding the hire of the Stillwell Conference Suite on       from       to      .

|  |  |
| --- | --- |
| Signature: |  |
| Date: | / /2019 |

***Please sign and email this page to Stillwell Management Consultants:***

***Tess Mayes –*** [***tessm@stillwellmanagement.com.au***](mailto:tessm@stillwellmanagement.com.au)

***Administrative Assistant and Corporate Functions Coordinator***