

Date:

No.:



Multi-Purpose Venue Hire Application

IWAN Bookshop is in 608 Brunswick street New Farm QLD 4005. Iwan Bookshop has different spaces available for hire for events, meetings, workshops, Games Tournaments, Training Sessions and Book Club Gatherings.

Room/Space	Size	Available Hours	Tick
Iwan Front	100 Sqm Fits 30-40 people	7 days, 9 am – 9 pm	
Iwan Multi-Purpose	14 Sqm Fits 8-10 People	7 days, 9 am – 9 pm	
Iwan Kids	14 Sqm Fits 8-10 People	7 days, 9 am – 9 pm	
Iwan Bookshop Hall	40 Sqm fits 20-25 people	7 days, 5 pm – 9 pm	

You need to fill in this form and email to info@iwanbookshop.com.au at least ten days before your event. You will be invoiced after your event.

Room	Individual	Community	Business
One room	\$30/Hour	\$20/Hour	\$60/Hour
Two Rooms	\$50/Hour	\$30/Hour	\$100/Hour
Front or Hall	\$50/Hour	\$100/Hour	\$150/Hour

Please Tick if you are:

Individual

Community

or Business

Organization/Personal Details

Name of your organization: _____

Contact person: _____

Contact address: _____

Telephone number: _____

Email: _____

What type of meeting is it (please give details if you are hiring the space for the first time)? e.g. singing practice, community group planning meeting

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Date requested: _____ Start time: _____ Finish: _____ Multiple Dates:
____/____/____; ____/____/____; ____/____/____; ____/____/____; ____/____/____; ____/____/____;
____/____/____; ____/____/____; ____/____/____

Approximate number of people attending: _____

We offer:

For meeting rooms: - About 8 chairs - 2 tables

For the Hall and Front: - About 16 chairs 8 tables

Before your meeting... You will need to visit IWAN Bookshop during office hours before (ideally a few days) your meeting to view the room, equipment and supplies provided and familiarize yourself with the terms and conditions associated with your booking. If your booking is outside of office hours, you will need to understand lock up procedure. Please contact Management on 0406504062 or contact us via website www.iwnbookshop.com.au to arrange a visit. Your booking request will not be considered unless this section is completed.

Terms and Conditions

Confirmation of booking is subject to room availability and this booking form being signed and submitted to Iwan Bookshop

A full refund of the hiring fee will be issued if more than 10 days' notice is given. If less than 10 days, only 50 percent of the fee will be refunded.

Regular bookings are only taken for up to a 3 months period.

The facility hired cannot be sub-let and must be used for the purpose stated.

All persons hiring the premises must comply with relevant legislation including Occupational Health & Safety and Child Protection Legislation.

The venue and equipment must be left in a clean and tidy condition. If cleaning is required, an extra charge will apply according to the length of the cleaning required.

Permission must be sought if the hirer wishes to decorate the venue.

Papers, posters, etc. may only be attached in a manner that will not cause damage to walls.

Iwan Bookshop cannot accept liability for the loss or damage to goods or equipment owned or hired by the hirer or their guests.

The hirer is liable for any breakages to equipment, furniture, fixtures and any other Iwan Bookshop property within the hired area and provided to him/her upon his/her request.

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Prior to the event, the hirer/user must specify all the equipment required and make him/herself familiar with the equipment as there is no technical support available outside of office hours.

It is the hirer’s responsibility to configure the venue according to his/her needs. and return equipment/table/chairs etc. to its respective places after use.

If you have catering to be delivered, you are responsible for organizing and receiving the delivery, where it is to be placed, the return of any trays, etc.

Smoking is not permitted inside the building and the consumption of alcoholic beverages is not permitted under any circumstances.

The building is in a commercial area. Users of this facility must be considerate of nearby houses and keep noise to a minimum especially outside the building and at night. Any noise complaints will jeopardize future bookings.

After reading the terms and conditions: I _____, of (Your organization:) _____ agree to comply with all terms and conditions as set out above. I have read and fully understand the terms and conditions and agree to abide by them.

Signed: _____ Date: _____

Supported by: _____ Iwan Management decision:

Waive fee Reduce fee to \$ _____ Not approved. **Full fee to be charged.**

CEO signature _____

Organization advised of decision on ____ / ____ / ____ by _____

Iwan Bookshop will phone you as soon as possible to let you know whether your application is approved or not.