



The BASE Shared Office Space Hire Booking Form

Application and Agreement for Use of Shared Workspace

Thank you for choosing The BASE shared office space for your professional/artistic needs. Please complete the following Hire Booking Form to reserve your space. Hire times are ½ day 8am to 12pm and full day 8am to 4pm for casual users. Regular and long-term users including evening hours are by negotiation. This document outlines the information required to process your booking and the terms associated with the use of our facilities.

The Base Hire Rates:

HALF DAY HIRE Casual User 8am-12pm or 12pm-4pm \$75 + gst

HALF DAY HIRE Regular User 8am-12pm or 12pm-4pm \$50 + gst

HALF DAY HIRE Comm Group 8am-12pm or 12pm-4pm \$40 + gst

FULL DAY HIRE Casual User 8am-4pm \$150 + gst

FULL DAY HIRE Regular User 8am-4pm \$100 + gst

FULL DAY HIRE Comm Group 8am-4pm \$70 + gst

Section 1: Applicant Information

Please provide accurate details to ensure a smooth booking process.

- Full Name: _____
- Company or Organisation Name (if applicable): _____
- Address: _____
- Position/Title: _____
- Contact Number: _____
- Email Address: _____
- Preferred Method of Contact: ☐ Email ☐ Phone ☐ SMS
- Proposed usage: _____
- State any volunteer assistance you would like to contribute: This can result in a discount on rates and negotiated with you.

Section 2: Booking Details

Specify your workspace needs and preferences to help us prepare for your arrival.

Type of Workspace Required:

- ☐ The Conference Room
- ☐ The Private Room (Capacity 1 – 2)
- ☐ The Private Practice Suite (Capacity 1 – 2)
- ☐ Co-Working Space Office 1 (Capacity 1 – 4)
- ☐ Co-Working Space Office 2 (Capacity 1 – 4)
- ☐ The Consulting Suite (Capacity 1 – 2)
- ☐ The Creative Studio (Capacity 1 – 5)
- ☐ The StartUp Zone Hot Desks (Capacity 1 – 4)
- ☐ The Treatment Room (Capacity 1 – 2)
- ☐ Exhibition Space
- Note if you have a room preference _____

Number of People: _____

Date(s) of Booking: _____

Start Time: _____ End Time: _____

Frequency:

☐ One-time Booking (Casual User)

☐ ½ day morning ☐ ½ day afternoon ☐ all day ☐ evening

☐ Daily (Regular User)

☐ ½ day morning ☐ ½ day afternoon ☐ all day ☐ evening

☐ Weekly (Regular User)

☐ ½ day morning ☐ ½ day afternoon ☐ all day ☐ evening

☐ Monthly (Regular User)

☐ ½ day morning ☐ ½ day afternoon ☐ all day ☐ evening

☐ Annually (Regular User)

☐ ½ day morning ☐ ½ day afternoon ☐ all day ☐ evening

☐ Yearly long-term rental

Section 3: Facilities and Services

Let us know which amenities you would like to use during your booking. *(we will do our best to accommodate, but can't guarantee availability)*

- ☐ Projector
- ☐ Whiteboard
- ☐ Smart TV
- ☐ Printing/Scanning/Copying/Laminating
- ☐ Desk Monitor/s
- ☐ Other equipment (specify)

Additional Services:

☐ Reception Support

☐ Mail Handling

☐ Catering/Coffee Service

☐ Parking Space

☐ Accessibility Needs (please specify): _____

Section 4: Payment Information

Please indicate your preferred payment method. Payment is required to confirm your booking.

- ☐ Credit / Debit Card
- ☐ Bank Transfer
- ☐ Invoice (for businesses)

Billing Address (if different from above):

Company ABN or Business Number (if applicable): _____

Section 5: Terms and Conditions

Please read and agree to the terms below to proceed with your booking.

- The applicant agrees to use the shared office space in accordance with the BASE rules and to respect other users at all times.
- Bookings are subject to availability and will be confirmed upon receipt of payment.
- Cancellations made less than 24 hours before the booking date may incur a cancellation fee of 50%.
- Users are responsible for any damage caused during their use of the facilities.
- Your booking includes access to basic stationery, tea/coffee making facilities, internet facilities, parking and building security. You will have access to a high quality business printer and printing charges apply. Access to additional services or equipment may incur extra charges, as outlined in the current pricing schedule.
- If you will be selling alcohol, you will be required to apply for and comply with your own Liquor License via [Apply for a liquor licence | vic.gov.au](https://www.vic.gov.au/liquor-licence)
- The BASE management reserves the right to refuse bookings that do not comply with policies or space availability.
- Personal belongings are the responsibility of the user. The facility is not liable for any lost or stolen items.

Section 6: Health and Safety

Your safety and wellbeing are important to us.

- Please familiarise yourself with the emergency exits and procedures upon arrival.
- All users must comply with local health and safety regulations.
- Do not block fire exits or tamper with safety equipment.
- If you have tested positive for a contagious illness or are experiencing symptoms, please reschedule your booking.
- Report any hazards, accidents, or incidents to BASE staff immediately.

Section 7: Declaration and Signature

By signing below, you confirm that all information provided is accurate to the best of your knowledge and that you have read and agree to the terms and conditions above.

- Printed Name: _____
- Signature: _____
- Date: _____

Section 8: Office Use Only

(This section is to be completed by BASE staff.)

- Booking Reference Number: _____
- Booking Approved By: _____
- Date Approved: _____
- Payment Received: ☐ Yes ☐ No
- Additional Notes: _____

Submission Instructions

Please return the completed form via email to ask@edra.org.au or deliver it in person to the reception desk. If you have any questions or require assistance in completing this form, contact our team at 5944 3536.

Privacy Statement

All personal information collected in this form is used for processing your booking request and managing your use of the shared office space. Your email address will be added to our database for EDRA communications and updates. Your data will be stored securely and not shared with third parties without your consent, except as required by law.

We look forward to welcoming you to our Community Hub & shared office community!