



Room Booking Request Form: 30 Templeton Street Castlemaine.

ORGANISATION ACCOUNTS CONTACT:	
CONTACT NAME:	
PHONE:	
EMAIL:	
DATE REQUIRED:	
START TIME:	
FINISH TIME:	
ROOM REQUIRED:	<input type="checkbox"/> CLASSROOM <input type="checkbox"/> KITCHEN
PURPOSE:	
SPECIAL REQUIREMENTS: (wheelchair access, lighting, size, etc.)	
ROOM SET UP: (Tables, Chairs.)	
ADDITIONAL EQUIPMENT: (White board, Projector, Extension Cord etc.)	

See next Page for Prices



***Classroom:**

Hire Period	Community Rate	Business
Half Day	\$25	\$40
Full Day (over 5 hours)	\$50	\$80

* Kitchenette available for use at no extra charge. Amenities not included.

Kitchen:

Hire Period	Community Rate	Business
Half Day	\$50	\$75
Full Day (over 5 hours)	\$100	\$125

Once completed, email to customerservice@cch.org.au

Payments can be made via CCH reception or request for invoice.

Terms and Conditions:

- **Payments** for use of rooms must be secured prior to the service being provided as CCH does not provide a credit or account arrangement to any service users.
- **Payment** can be received in cash, cheque or EFTPOS.
- **Secured** bookings cannot be provided for use of rooms until payment is received in full.
- **Cancelations and refunds** will apply as follows;
 - A full refund will be provided for services cancelled by CCH for any reason.
 - A full refund, less a 10% administration fee will be provided for all cancelations by a client received 1 week prior to the booked time.
 - No refund is payable for cancelations by clients within 1 week from the booked time as it can be difficult to fill the space left and replace the lost earnings.
 - While flexibility with the above arrangements can be allowed for under compassionate grounds (considering relevant financial and social circumstances), any flexibility outside the above policies must be approved by the CCH Manager.