

CCCC Room Hire Form

Please email completed form to info@cccc.nsw.edu.au

Company Details			
Company Name			
Contact Person for Booking		Phone Number	
Email Address		Purchase Order No.	
Billing Address			
Description			
Booking purpose			
Booking details	Start date: End date:	Number of sessions during the day: Number of participants:	
Room Open Time:		Room Close Time:	
<i>Please allow set up and pack up time in your booking. You will be charged from room open to room close</i>			
Person in Charge on the day and their contact number:			
Room Requirements			
Room Type Required <i>(Subject to availability)</i>	Classroom	IT	Conference/Board Room Kitchen
Marketing Required Yes No	Includes 2 x social media (Facebook unless otherwise specified) posts & listed on the College website under upcoming courses NB: Our Marketing request form will be emailed to you once your booking form is received		
Catering			
Tea, coffee and water are included in all room bookings at no additional cost. Catering is available through SPAR Café at Niagara Park. Contactable on 4328 2270 or 4328 5522			
Terms and Conditions			
<p>Conditions of hire Organisations, groups or individuals hiring College rooms do so only for the stated purpose of hire. The intended use of hire must be lawful and conducted in a manner that does not disrupt users of other rooms.</p> <p>Times of hire The period of hire will commence and conclude strictly at the agreed times nominated and rooms must be vacated promptly at the conclusion of the hiring period. Please ensure the room is returned to the condition it was in prior to the start of the room hire.</p> <p>Confirmation Once your Room Hire Form is received, the College will confirm the booking via email and issue an invoice for payment up to 5 days prior to room hire start date. Payment is to be made by Direct Credit – bank account details will be on the invoice. If you do not receive confirmation 5 working days prior to your room hire start date, please contact us on (02) 4348 4300.</p> <p>Cancellation of Booking Cancellation made 5 working days prior to a confirmed date will receive 100% refund of the room hire fee (the marketing fee in non-refundable). Any cancellation made within 5 working days of a confirmed date will incur full room hire fee. Cancellation by the College will result in a 100% refund.</p>			

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