



Community Coworking HQ Request Form

# Contact Details

Name:

Company Name:

Address:

Phone:

Email:

# Booking Fee

**Coworking fee:**

Members:

 Per hour(minimum 2 hours) $30.00+gst  Full Day $200.00+gst

Non-Members:

 Per hour(minimum 2 hours) $35.00+gst  Full Day $250.00+gst

**Meeting/Boardroom hire fee:**

Includes exclusive use of the room, all facilities and tea and coffee station

Members:

 Per hour $35.00+gst

Non-Members:

 Per hour $40.00+gst

Remote businesses with their base of operations in Warmun, Wyndham, Halls Creek and Balgo receive 10% off your booking

 10% off

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# Booking Information

Start Date:

Finish Date:

Arrival Time:

Departure Time:

Number of Attendees:

Workshop/activities held:

Additional Requirements or Other Comments

# Billing Information

**A Tax Invoice will be issued if not authorized otherwise.**

Name:

Company Name:

Company ABN:

Address:

Phone:



Email:

Purchase Order Number:

Reference:

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# Terms and Conditions

I, , hereby acknowledge and agree to the terms and conditions below and outlined in the Community Coworking HQ Hire Agreement for the rental of the **EKCCI Community Coworking HQ** located at: ***C2 120 Konkerberry Drive, Kununurra WA 6743.***

## Booking Confirmation

* + Submission of this form does not guarantee a booking. A representative from ***EKCCI*** will confirm the booking via email or phone within 48 hours of receiving your request.

## Cancellation Policy

* + Cancellations made less than 24 hours before the scheduled meeting time may incur a cancellation fee equivalent to 30% of the total booking cost.

## Payment Terms

* + If required, I understand that I am responsible for the payment of the rental fee which is an agreement of **the above chosen option in booking fees.**
	+ Failure to pay within the specified timeframe may result in the cancellation of the booking.
	+ An excess cleaning fee of **$50** will be charged if the room is left untidy.

## Purpose of Use

* + The meeting room is to be used solely for the purpose of conducting business meetings, presentations, workshops, or other related activities approved by ***EKCCI.***
	+ The premises shall not be used for unlawful purposes or activities that may cause damage to the property or disturb other occupants in the vicinity.

## Care of the Premises

* + The client is responsible for ensuring that the meeting room and its facilities are used in a respectful and appropriate manner.
	+ Any damage or loss to the premises, furniture, equipment, or other property belonging to ***EKCCI*** caused by the client or attendees shall be the responsibility of the client, and they may be liable for repair or replacement costs.
	+ The client agrees to leave the meeting room in the same condition as it was found, and to promptly report any issues or concerns to ***EKCCI*** staff.

****Signature: Date: