

Canberra Museum and Gallery

VENUE HIRE BOOKING REQUEST

*****Please do not forward this form until you have made a tentative booking
with CMAG Venue Hire (02 6207 2662)*****

NB: In order to claim a non-profit status, charities must provide a copy of the certificate issued by the ATO at the time of registration. Not-for-profit organisations must provide a copy of the relevant section of your organisation's constitution which proves your non-profit status.

DETAILS		
Name of Function:	Date(s) of Function:	
Time(s) of Function: Arrival (Set-up) *: Departure (Take-down): Function From: To: <small>*Please note that access to your hire space will only be available from your arrival time so please allow set-up and take-down time - earlier arrival or later departures will be adjusted on your invoice.</small>		
Organisation		
Name:		
Postal Address: (for invoicing)		
Non-profit/community <input type="checkbox"/>	CMaG Corporate Member <input type="checkbox"/>	
Commercial/Government <input type="checkbox"/>		
Booking Contact		
Name:	Phone:	
	Fax:	
	E-mail:	
Host/facilitator		
Name:	Phone:	
	E-mail:	
Type of Function:		
Number of guests:		
Rooms required		
Foyer <input type="checkbox"/>	Boardroom <input type="checkbox"/>	Theatre <input type="checkbox"/>
Art Studio <input type="checkbox"/>	Public Meeting Room <input type="checkbox"/>	

Please Note: Cancellations of bookings

If the booking is cancelled within 24hrs of your event a fee equal to 100% of the hire fee and associated costs will be charged. If the booking is cancelled within 7 days of your event a fee equal to 50% of the hire fee and associated costs will be charged.

Equipment required for hire	Number required	Hire Fee
Flip Chart (with pens)		\$35.00
Screen		\$45.00
Whiteboard (with pens and eraser)		\$25.00
Electronic Whiteboard (with pens and eraser)		\$200.00
Slide Projector / screen		\$120.00
Overhead Projector / screen		\$90.00
Laptop Computer		\$165.00
LCD/Light Pro and screen (portable)		\$180.00
Light Pro (ceiling mounted) & full wall screen – Theatre only		\$220.00
TV/Video/DVD		\$80.00
P.A. System/Fender (portable) free standing mic/ or lectern		\$165.00
P.A. with lectern (Theatre only)		\$80.00
Lectern (Theatre/Foyer only)		\$25.00
Stage (portable, Foyer only) 4 x 4mtrs		\$250.00
Tables (large and small) Please specify quantity:		No charge
Tablecloths (large) Please specify quantity:		\$28.00 (dry cleaning)
Plastic table cover (disposable)		\$8.00 per trestle table
Outdoor Heaters		\$60.00
Glassware * Please specify quantity for each		
Wine glasses Champagne Water glasses Jugs		\$0.90 per item
Crockery only * Please specify quantity for each		
Side Plates Dinner Plates		\$0.90 per item
Entrée Plates		
Cutlery pack (knife, fork and serviette)		\$1.00 per pack
Tea and Coffee		@ \$3.50 per person (x 1 serve)
Tea & Coffee Per person		@\$7.00 per person for full day functions (x 3 serves)
Tea, Coffee and Biscuits		@ \$4.50 per person (x 1 serve)
Tea, Coffee, & Biscuits Per person		@\$9.00 per person for full day functions (x 3 serves)
Other information – please give details		
Catering arranged through:		
Caterer:		
NB: Kitchen use is bench space only. No cooking or re-heating to be done under any circumstances.		
Opening hours of Canberra Museum and Gallery: Monday – Friday 10am – 5pm, Saturday & Sunday 12 – 5pm		
Venue Hire Access: Monday - Friday 8am – 6pm		
Security - If the venue is hired outside venue hire access hours, a security charge of \$165.00 per staff member for up to three hours will apply. Each additional hour thereafter will incur a rate of \$50.00 per staff member. 1 staff required per 50 guests. Should the building not be vacated at the arranged time, the security costs will need to be amended.		
Security required: Yes <input type="checkbox"/> No <input type="checkbox"/>		
<u>How did you hear about Canberra Museum & Gallery Venue Hire?</u>		
.....		
.....		
Please confirm your tentative booking by returning completed form at least 7 days before the event (fax: 6207 2662). Should you have any queries or special requirements, please call CMAG Venue Hire on 6207 2662.		