



MONASH UNIVERSITY LAW CHAMBERS

PLEASE EMAIL, FAX OR MAIL TO:
 Monash University Law Chambers,
 555 Lonsdale Street, MELBOURNE 3000
 Tel: (03) 9903 8500; Fax: (03) 9903 8503
 Email: mulc.bookings@monash.edu

Room Booking Form and Payment Details

Company/Faculty
Name:

Contact Name:

Contact Phone:

Fax Number:

Address:

Email:

ABN Number:

P.O. #

Do you have public liability insurance?

Function Title:

Participant Numbers (including Facilitator)

Floor	Room(s) required:	Room Capacity (Classroom Style)	Date(s)	Start Time(s)	Finish Time(s)
GRND	<input type="checkbox"/> Auditorium 1	28			
GRND	<input type="checkbox"/> Auditorium 2	24			
GRND	<input type="checkbox"/> Auditorium 3	24			
GRND	<input type="checkbox"/> Auditorium 1 & 2 (combined)	55			
GRND	<input type="checkbox"/> Auditorium 1, 2 & 3 (combined)	80			
1 st	<input type="checkbox"/> Seminar Room 1	40			
1 st	<input type="checkbox"/> Seminar Room 2	40			
2 nd	<input type="checkbox"/> Seminar Room 3	40			
2 nd	<input type="checkbox"/> Seminar Room 4	26			
2 nd	<input type="checkbox"/> Seminar Room 5	26			
2 nd	<input type="checkbox"/> Seminar Room 3 & 4 (combined)	65			
2 nd	<input type="checkbox"/> Seminar Room 3, 4 & 5 (combined)	90			
2 nd	<input type="checkbox"/> Seminar Room 6	40			
2 nd	<input type="checkbox"/> Seminar Room 7	40			
2 nd	<input type="checkbox"/> Seminar Room 8	40			
2 nd	<input type="checkbox"/> Seminar Room 9	20			
1 st	<input type="checkbox"/> Boardroom	20			
1 st	<input type="checkbox"/> Meeting Room 1	6			
2 nd	<input type="checkbox"/> Meeting Room 4	8			
1 st	<input type="checkbox"/> Meeting Room 5	8			

Room set up

Other:

Catering requirements

PLEASE NOTE: EXTERNAL CATERING BY NEGOTIATION WITH FACILITIES STAFF PRIOR TO EVENT

	CATERING	TIME REQUIRED	FOOD REQUESTED
<input type="checkbox"/>	All Day Tea/Coffee		
<input type="checkbox"/>	Arrival Tea/Coffee		
<input type="checkbox"/>	Morning Tea		
<input type="checkbox"/>	Lunch		
<input type="checkbox"/>	Afternoon Tea/Coffee		

COMMENTS: (i.e. special dietary requirements)

The following items are available on request (but may incur an additional cost - please tick if required)

- LAPTOP
 DATA PROJECTOR
 WHITEBOARD
 ELECTRONIC WHITE BOARD
 FLIPCHARTS
 LECTERN
 SPEAKERS
 P.A. SYSTEM
 DVD or VCR PLAYER
 ROUND TABLES
 VIDEO CONFERENCE UNIT
 WI-FI INTERNET
 PENS AND PADS
 OTHER

METHOD OF PAYMENT

Please debit Monash University account code:

(Cost Centre)	(Fund)	(Account Code)	Signature:
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Notes

- Additional Charges - Bookings may incur charges for Casual Staff and Cleaning.
- Weekend and Early Morning bookings by application only. Surcharges will apply.
- Outside catering is not permitted without prior approval. Please note that the Law Chambers does not hold a liquor licence.
- Cancellations: must be notified in writing at least five working days prior to the event date. A cancellation fee of 50% of one days hire will be charged for less than five days notification
- Apple Products: Technical support is currently not provided on site for Apple products.



TERMS AND CONDITIONS of HIRE
By Monash University ABN 12 377 614 012 (“University”)
at Monash University Law Chambers (Monash Law Chambers)

Name of Event: **Date of Event:**
(For Signage Purposes)

1. ROOM HIRE

- A four hour minimum booking applies on weekdays and weekends
- Access to the room is available at the start time indicated on the Booking Confirmation Sheet unless an alternative time has been agreed prior to the event. Access outside the standard ½ hour post event time, will be at an additional cost.

2. EVENT CONFIRMATION

- A signed copy of these Terms and Conditions must be received within 14 days of the booking being made or the booking will be released.
- In the instance that the venue is booked less than 2 weeks to the event date, a signed copy of these Terms and Conditions must be received within 48hrs of the booking being made or the booking will be released.
- No event will be accepted without the signed Booking Confirmation Sheet and the signed Terms and Conditions

3. CANCELLATIONS

- Cancellations with less than five working days prior to the date of your event will incur a cancellation fee of not less than 50% of one day’s room booking fee.
- Services and equipment hired from external suppliers will be subject to the terms and conditions of the supplier.
- Where there are repairs or alterations in progress to the Monash Law Chambers, the Contract of Hire is subject to cancellation or to any reduction of available area or to sufferance by the Hirer and those using the Monash Law Chambers of any and all inconveniences, which may arise in consequence of such works. The University will notify the Hirer as soon as reasonably practicable of any such repairs and alterations and whether alternative space within the Monash Law Chambers can be supplied or the Contract of Hire is to be cancelled or the space or services available are to be reduced.

4. CATERING

- All hirers are required to utilise the Monash Law Chambers approved catering services
- Catering requirements must be confirmed a minimum of 5 working days prior to the scheduled event
- For catering purposes, final delegate numbers are required 3 working days prior to the function. This figure will be the minimum number charged on the final account. Special catering requirements i.e. halal, kosher etc. should be notified a minimum of five working days before the event

- Catering arrangements not made within five working days of the event may result in specific requirements not being supplied.
- Due to seasonal or supplier shortages the University reserves the right to alter or adapt menus or services

5. PRICES

- All Rates and Prices are inclusive of GST.
- All prices are correct at time of printing and are quoted on current costs. These may vary at any time.
- Due to seasonal or supplier shortages the University reserves the right to alter or adapt menu prices.

6. ADDITIONAL FEES

- Fax, photocopying and phone usage will incur additional fees.
- Equipment requested and supplied by the University at the Monash Law Chambers will incur hire fees.
- Casual Staff fees for staffed events which have been discussed with and agreed to by the Hirer.
- The Law Chambers does not have in-house IT or AV staff. The Hirer acknowledges that requests for IT or AV staff must be made at least 10 working days prior to the booking and may incur additional charges.
- The Hirer shall also be responsible and shall pay to the University the cost of extra cleaning incurred by the action of the Hirer or the Hirer's servants over and above what would be determined by the Facility Manager to be the normal requirement.

7. RESPONSIBILITY / ITEMS NOT COLLECTED

- The person/s signing the Booking Confirmation Sheet on behalf of the Hirer may be held responsible for costs resulting from damage to the University's property and/or equipment.
- The University is not responsible for any loss or damage that may be suffered by the Hirer or any of the persons attending the Monash Law Chambers during the Hire Period as a result of any theft.
- Items left in the Monash Law Chambers will be held for a period of fourteen (14) days after which they will be disposed of.

8. SET UP and DELIVERY

- All deliveries to the Monash Law Chambers must be arranged with the University's staff at the Monash Law Chambers prior to the delivery. All parcels must be clearly marked with the name and date of the event.
- The Hirer, with consultation of the Staff at the Law Chambers, is responsible for the booking of adequate set up/down time for an event.
- It is the Hirer's responsibility to ensure presentations, video or sound files are loaded onto computers prior to commencement of the event.
- No adhesive tape of any type is to be placed on the walls, windows, fixtures, fittings or artwork within the Monash Law Chambers.
- Any posters or pages may be adhered to the walls with Blu Tac only.
- Any electrical wiring, leads and plugs for use in the Monash Law Chambers must comply with the relevant Australian Standards.
- All equipment, fittings or materials for use in the Monash Law Chambers should be free from defects and in good working condition.
- The Hirer must comply with all University OHSE policies.
- The Hirer and persons within the Monash Law Chambers shall forthwith obey all directions or orders given by the University's Staff at the Monash Law Chambers as to the management of the Law Chambers and functions being conducted therein.
- The Hirer shall conform to the requirements of the Occupational Health and Safety Act, Local Government Act, Monash University Act, Liquor Control Act and any other relevant Act, relevant by-laws, rules or regulations made there under, and shall be liable for any breach of any such Acts, by-laws, rules or regulations.
- No fittings, projection apparatus, electrical or TV installations, decorations, posters, advertisements, flags, shields or emblems shall be erected, fixed, hung or displayed in or on the building without the prior written consent of the Facility Manager. Should such activity result in the need for additional insurance, the premium will be the responsibility of the Hirer.

- Public entry to the Monash Law Chambers (MULC) is through the main front door on the ground floor of the building. During that part of the hiring period when patrons are admitted, all doors must be kept unlocked and ready for use as escape doors in case of alarm from fire or other cause.
- During that period of hire when patrons are not admitted, doors other than those essential to the conduct of the Venue or activity therein shall be kept locked in the interest of security.

9. SMOKING

- The University has adopted a smoke-free policy. A total ban on smoking applies in all University buildings. Smokers must not stand in the vicinity of building entrances/exits or air intakes to buildings. Smokers have the responsibility of disposing of cigarette butts in an environmentally friendly manner. You must make all attendees aware of this policy.

10. PUBLIC LIABILITY

- Prior to the first date of hire, the Hirer shall take out a Public Liability Insurance Policy for the period of hire covering an "Occupier's Liability" for all claims for property damage or personal injury linked to the Hirer's use of the Monash Law Chambers for which they are legally liable. Confirmation of appropriate cover to a minimum of \$10M must be supplied to the Facility Manager, if requested. The University's public liability insurance only covers claims against the University, not the Hirer or event organiser.
- Hirers are responsible for Work Cover and/or other obligations linked to their servants, contractors or voluntary workers who support the Hirer in any capacity during the period of hire. Likewise the Hirer is responsible for loss or damage to all property used or on site for the event linked to the hire period.

11. RELEASE AND INDEMNITY

- The Hirer's use of University premises is entirely at the Hirer's risk and by signing this Agreement, the Hirer releases the University absolutely and to the full extent permitted by law from all claims and demands of every kind from any accident damage or injury occurring on University Premises, unless expressly due to the University's negligence.
- The Hirer remains liable for and indemnifies the University at all times against all liability for loss or damage (including injury and death) wholly or partly due to or arising out of an incident occurring on the University Premises, the Hirer's use or occupation of the Monash Law Chambers, the Hirer's faulty property or the entry into or escape from the Monash Law Chambers of water, gas, electricity or other similar substance, except to the extent to which the loss or damage is due to the negligence of the University.

12. PRIVACY

- The University is collecting the information on the Booking Confirmation Sheet for the purpose of registering the booking. The personal information included on this form will only be used to communicate with the applicant. Failure to provide this personal information may result in the application not being processed. The information will not be disclosed by the University except as required by law and in particular, will not be disclosed to others for marketing purposes. Information be retained on file

13. SECURITY

- Security Officers may be required to be in attendance at the Monash Law Chambers until the vacate time of the event.
- It shall be at the discretion of the Facility Manager of the Monash Law Chambers to decide to employ such security officers, as the Facility Manager may deem fit and appropriate for an event/function.
- If security officers are required, they shall be persons nominated and employed or contracted by the University and the costs will be paid for by the Hirer.

14. ADVERTISING

- Users of University premises or facilities including the Monash Law Chambers must not couple the name of the University with any promotional sales or advertising without the express written permission of the University other than naming the University as the venue for the activity.

15. ACCOUNTS

- It is the University's policy that all accounts are to be settled in full by cheque, corporate credit card, journal entry or cash not later than ten (10) working days after the receipt of the invoice.

16. DISPUTES

- In the event of any dispute or differences arising as to the interpretation of this agreement or as to any matter or thing herein contained or as to the meaning of any of these terms and conditions, the decision of the University thereon shall be final and absolute.

17. NO ASSIGNMENT

- No hiring shall be assigned to another person or transferred to another date without the consent in writing of the Facility Manager.

18. TERMS AND CONDITIONS OF HIRE

- Hirers are advised that the University may, if reasonably required, alter these Terms and Conditions of Hire at any time without prior notice.

The Terms and Conditions as outlined in this document are accepted for and on behalf of the Hirer:

COMPANY/ORGANISATION: _____

By PRINT NAME: _____

SIGNATURE: _____

DATE: _____

*The return of this document with the Booking Confirmation Sheet confirms your Event
Via email to mulc.bookings@monash.edu*