

CENTRAL COAST EXECUTIVE CENTRE

Zenith Corporate Events

Quotation No. _____

Invoice No. _____

Atrium Booking Enquiry

Please complete form and return by:
Fax: (02) 4353 4116 or Email: admin@ccexecutivecentre.com.au

Company Name: _____

Contact Name: _____

Phone Number: _____ **Mobile Number:** _____

Email Address: _____

Postal Address: _____

ABN: _____

Date required _____ **Duration of booking** _____ **Start time:** _____ **End time:** _____

Number of guests _____

Room hire prices

\$220 per hour	
\$800 half day	(4 hours)
\$1,520 full day	(8 hours)

Room layout

<input type="checkbox"/> Sit down	(capacity – 130 persons)
<input type="checkbox"/> Standing	(capacity – 300 persons)
<input type="checkbox"/> Theatre	(capacity – up to 80 persons)

Accessories

<input type="checkbox"/> 3 x 50" plasmas	
<input type="checkbox"/> Whiteboard	<input type="checkbox"/> I will be supplying my own laptop <input type="checkbox"/> HDMI <input type="checkbox"/> VGA
<input type="checkbox"/> Data Projector	<input type="checkbox"/> I wish to use the laptop supplied by Central Coast Executive Centre
<input type="checkbox"/> Wireless Microphone	<input type="checkbox"/> My presentation is on a USB flash drive and I wish to use the PC in the function room
<input type="checkbox"/> Flip Chart	

Catering Please contact us to discuss catering options

Special Requests

TERMS AND CONDITIONS

Alcohol

NO alcohol may be brought onto premises. ALL alcohol must be purchased through the licensee on the premises

Catering

All catering must be purchased through the café located on the premises

Cleaning

The cost of general cleaning is included in the venue hire charge. The hirer will be responsible for any additional cleaning required over and above regular cleaning.

Audio/Visual

The hirer will be responsible for any associated costs of repair or replacement in instances of damage or theft of equipment

Agreed Use

The hirer agrees to use the venue only for the purpose of holding or conducting a function. The hirer will ensure that the function is conducted in a proper, orderly and lawful manner. It is imperative that the integrity of the building is considered during the duration of the function, including visual art displays. Alterations: The hirer will not make any alterations, additions or deface the venue

Damages

The hirer will be responsible for any breakage, damage, theft or vandalism to the premises during, or associated with, the event. Damage must be reported to our Staff immediately upon discovery, or as soon as practicable thereafter

Display

All signage and display materials intended for display must be approved by us prior to its use. The hirer may display materials within their hire space, providing the display material is not of lewd or illegal nature

Bookings

The booking is considered confirmed when the quotation has been signed and dated. A 20% non-refundable deposit is required upon booking. Full payment of the balance is required prior to the event

Cancellations

Cancellation must be made in writing. If a confirmed event is cancelled, the deposit WILL NOT be refunded

Payment Method

Payment of the room hire can be made via direct deposit or by credit card

Sound

We reserve the right to monitor sound levels at your function and enforce alterations to sound levels to ensure the event complies with licensing and noise restrictions of the building and does not adversely affect other activities within the building

Responsible Service of Alcohol

We are committed to providing a safe and enjoyable environment. We take the responsible service of alcohol seriously, while providing courteous and friendly customer service

Minors

Legally, alcohol cannot be sold or supplied (given or passed on) to a person who is under the age of 18. If unable to provide appropriate identification when requested by a staff member, service will be refused. Under the Liquor Act 1992, acceptable forms of identification are an Australian Drivers Licence or permit, Government issued proof of age card or an Australian passport. Underage patrons must be at all times under the supervision of their legal guardian(s)

Intoxication

Visitors and patrons of the venue will not be allowed to drink to excess and place themselves, other patrons, staff and the community at risk. Unduly intoxicated persons will be refused service. If requested to leave the venue, we reserve the right to have security or the Police to escort intoxicated persons from the premises. We will not engage in the practices that encourage the rapid or excessive consumption of alcohol. Low-alcohol and non-alcohol drink alternatives are available for consumption. Only one drink per person will be served at "last drinks" (ending period of the Licence)

Persons displaying disorderly behaviour

Any disorderly behaviour by patrons or visitors to the venue will result in refusal of service and the patron will be asked to leave the premises

GST

All prices listed are exclusive of GST. GST is charged at 10%.