

# Meeting Room Booking Request Form

## Member Lounge

Australian Institute of Company Directors Member?

Yes  No

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Name (You):

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Request to book a meeting room at the Australian Institute of Company Directors (Us) offices at:

Date of booking:

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Time of booking:

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on the terms set out in the Booking Details on the following pages.

### Acceptance of AICD terms

By ticking this box I confirm that I have read, understood and agreed to the following:

- The AICD Meeting Room Booking Requests Terms and Conditions, including our policy about booking changes and refunds.
- The AICD Privacy Policy
- The AICD Business Centre and Member Lounge Code of Conduct

### Disclaimer

All details were correct at the time of printing. We reserve the right to make changes to the event without notice where necessary. Please keep a copy. Australian Institute of Company Directors ABN 11 008 484 197.

## Booking Details

Name and ID: (if applicable)	Name:	ID:	
Contact name:			
Telephone:			
Email:			
Date Required:			
Time:	From:		
	To:		
Number of attendees:			
Room:			
Room configuration:	Meeting <input type="checkbox"/>	Boardroom <input type="checkbox"/>	Cabaret <input type="checkbox"/> Theatre <input type="checkbox"/>
Inclusions: (please specify)	Whiteboard <input type="checkbox"/>	LCD screen <input type="checkbox"/>	Flipchart \$40 <input type="checkbox"/> other:
Cost for room hire:			
Catering required:			
Catering cost: (10% handling fee charged)			
Break times: (please specify HH:MM)	Morning Tea:	Lunch:	Afternoon Tea:
Total cost: Includes GST	Total Cost: \$		
	Room Hire: \$	Catering: \$	

## AICD meeting room booking requests Terms and Conditions

Please read the following carefully to ensure you are fully aware of your rights and obligations under these Terms and Conditions.

### Booking confirmation

All booking requests are subject to receipt of your completed booking form, payment must be made in full at time of confirmation.

### Payment and booking costs

Payment in full must be made at the time of booking. Where your booking includes catering, the Total Cost must be paid, and payment must be received in full 48 hours before your booking date.

Unless otherwise stated GST is included in all booking costs. Member booking rates are only available to AICD Members.

Non-members wishing to join the AICD and be eligible for the Member booking rates should complete the [Membership Application Form](#).

### Booking details

5 working days prior to your booking, you will be required to provide us with: the confirmed attendees, all equipment requests, and all catering requests, including dietary requirements.

If you do not provide us with this information, we may not be able to accommodate your requests and/or additional charges may apply.

### Catering

All catering must be provided by us. No external caterers, food or beverages are permitted on the Premises. Please note a 10% handling fee is charged for all catering. While all care and efforts are taken in relation to special dietary requirements, no liability is accepted in the event of any adverse reactions that may occur.

### Use of meeting rooms

You agree to comply with any reasonable directions we may make in relation to your booking. You will ensure that your booking and its associated activities:

- will not disrupt the normal functioning of our premises
- will comply with all laws, and
- will comply with the [AICD Business Centre and Member Lounge Code of Conduct](#)

We reserve the right to refuse entry to intoxicated, inappropriate or disruptive attendees or require such attendees to leave our premises.

You agree not to use our logo in any advertising or promotion of your booking, although you may use our name to indicate the location of your booking.

You agree that we may display a sign at our premises on the day of the booking indicating your use of the meeting rooms.

### Booking changes by us

If we are required to cancel or vary your booking due to circumstances outside our control, you will be offered a refund of your booking fees as is appropriate in the circumstances.

If we form the view that our business would suffer severe disadvantage or reputational damage due to your booking, we may provide you with written notice to that effect and in that event the booking will not proceed and we will refund all amounts paid by you.

However, unless required by an applicable law, we will not be responsible for any airfare, hotel or any other direct or indirect costs or losses incurred by you or attendees in any of these circumstances and you are strongly encouraged to take this into account if booking travel arrangements.

### Privacy

By submitting the Booking Form, you acknowledge that you have read and understood the [AICD Privacy Policy](#) and agree with and consent to the practices described in that Privacy Policy.

### Booking changes by you

#### Cancellation

If you no longer require your booking, you must provide us notice in writing to cancel your booking. Please note that charges may apply as set out below.

We deduct any applicable charge from any refund due to you.

If you do not provide us with the required cancellation notice or do not attend on the booking date, no refunds are payable, the Total Cost is payable and no changes to your booking will be accepted.

We exclude weekends, public holidays and the booking day when calculating how many days' notice you have provided for any requested changes to your booking.

### Additional requests

If, on the day of your booking, you authorise any additional costs or charges, or exceed the times, in your booking form, you must pay these at the conclusion of your booking.

### Damage and liability

If you bring any property onto our premises or arrange for delivery of goods for your booking, you are responsible for safeguarding your property. You are not permitted to affix any materials to the meeting room walls.

To the extent permitted by law, you indemnify us for any damages, losses or costs incurred by us arising from the conduct of your employees, agents and your attendee.

To the extent permitted by law, our liability to you is limited at our election to supply the relevant services again, or paying the costs of such resupply.

### General

These Terms and Conditions are in addition to your rights under the Australian Consumer Law.

#### Cancellation of booking

##### 7–14 working days' notice:

You must reimburse us for any actual fees incurred up to the cancellation date

##### Less than 7 working days' notice

You must reimburse us for any actual fees incurred up to the cancellation date and 50% is payable

##### Less than 2 working days' notice:

Total cost of the booking is payable or no refund will be given.

Signature:

Name:

Date: DD /MM / YYYY