



CLASSIFICATION: CONFIDENTIAL

OVERVIEW

MEEDAC ROSELLA HOUSE - located at **11 Bayly Street, Geraldton** offers a flexible, relaxed venue to host your next workshop, function, seminar, conference or meeting. Our versatile facilities provide options that cater for any capacity from small groups to large groups of 30 people.

For further information on availability of the meeting room or if you wish to come inspect – please send an email to admin@meedac.com.

APPLICATION DETAILS

Name of Organisation:	
Name of Applicant:	
Postal Address:	
Email:	
Telephone:	

APPLICATION DETAILS

Day(s) Requested (e.g. Monday, Tuesday)	Date(s)	Start Time	AM	PM	Finish Time	AM	PM
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

BOOKING DETAILS

Purpose of Function:	
Number of People:	

ADDITIONAL NOTES/REQUIREMENTS

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FEAUTES INCLUDED

- Table and Chairs to suit any seating arrangement for up to 30 people
- Large TV on Wheels for presentations or video conferencing
- Wi-Fi available
- Facilities with fridge, tea and coffee
- Air-conditioned
- Bright and modern décor with privacy
- Catering options available; morning tea/lunch



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SERVICE TYPE			
COMMERCIAL	Commercial organisation, government or business.		
COMMUNITY (NON-PROFIT)	Community based service organisations for non-profit, charities, church, service club and educational institutions.		
Room Type	Capacity	Half Day (1 - 4 Hours)	Full Day (4 - 8 Hours)
COMMERCIAL RATE	50	\$150 <input type="checkbox"/>	\$300 <input type="checkbox"/>
COMMUNITY RATE	50	\$80 <input type="checkbox"/>	\$160 <input type="checkbox"/>
Total Cost inc. GST			

METHOD OF PAYMENT	
<input type="checkbox"/> EFT PAYMENT MEEDAC Incorporated BSB: 066-000 ACC: 12598993 REF: Rosella & Your Name	<input type="checkbox"/> PURCHASE ORDER PO#: Please email purchase order with application to admin@meedac.com .

BOOKING GUIDELINES AND PROCEDURES
<ol style="list-style-type: none"> Bookings will only be accepted when this application form has been approved and a confirmation email has been sent back to the applicant. The venue needs to be left clean and dishes to be washed and put away. The hiree is responsible for all equipment to be left in the same condition as found. The hiree is responsible to remove all equipment brought into the venue immediately after the event, unless organised with MEEDAC for a later removal date. There is no availability for after-hours room hire at this stage. There is no alcohol to be consumed on the site. Smoking is prohibited on grounds or within 5 meters of the building. <p>Midwest Employment & Economic Development Aboriginal Corporation and MEEDAC Incorporated ("Hirer") hold and maintain a Public Liability policy which extends to cover Rosella (located at 11 Bayly Street, Geraldton) for third party bodily injury and property damage claims arising from their negligence.</p>

AGREEMENT			
Upon acceptance of the hiring, the hiree undertakes to hold MEEDAC Incorporated ("Hirer") indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss, damage, death, injury cause by, or in the course of or arising out of the hiring of the venue, the property of MEEDAC Incorporated ("Hirer"), during all periods when such facility is on hire.			
I, _____ being the duly authorised representative of the applicant in endorsing this application, accept full responsibility for the above booking and will ensure compliance with the booking Guidelines & Procedures, Conditions of Hire and Local Laws.			
Application Signature:		Date:	

MEEDAC Incorporated
Rosella House, 11 Bayly Street
Geraldton, WA, 6530
Contact: (08) 9921 5046 or admin@meedac.com
ABN: 88 583 662 563



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OFFICE USE ONLY			
Date Booking Entered		Signature (MEEDAC)	
Confirmation Sent		Signature (MEEDAC)	
Payment Received			
Notes			