

Brisbane Multicultural Centre Community Space Hire Application Form

The MDA and The Queensland Program of Assistance to Survivors of Torture and Trauma (QPASTT) head offices are located at Brisbane Multicultural Centre, 28 Dibley St, Woolloongabba, QLD 4102. The Brisbane Multicultural Centre (BMC) has several different rooms for hire for community events, meetings, workshops and training sessions

Contact Details		Please complete ALL details in full.
Organisation		
Contact Person		
Address		
Telephone number		
Email		

Function/Meeting Detail
What type of meeting is it? <i>(please give details if you are hiring the space for the first time) e.g. singing practice, community group planning meeting</i>

Date/s					
Day Required:	Date/s Required:	Start time:		End Time:	
Recurring Event	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/>		
Meeting Rooms Requested	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5 <input type="checkbox"/> 6 Other: <input style="width: 150px;" type="text"/>
	Community Space			Upstairs Rooms	

Attendance	
Approximate number of people attending	

Venue Requirements		
Equipment availability		
	Ground Floor Rooms	Top Floor Rooms
Chairs	About 100 (if you require many more we may ask you come early to help move them)	About 40 (if you require many more we may ask you come early to help move them)
Tables	15 tables	10 tables

Please tick the boxes below indicating additional equipment required:

Tables – how many? (up to 15)	PA System + microphone – (currently unavailable)
Chairs how many? (up to 100)	Data Projector (during office hours only)
Access to Community Kitchen	

Meeting Rooms Available

Areas of Use	Seating Capacity	Available hours (subject to prior bookings)
Meeting Rooms 1 & 2 (ground floor)	80 people	Monday to Friday 5pm to 10pm Saturday & Sunday 9am to 10pm
Meeting Room 3 (ground floor)	15 people	
Meeting Room 4 (ground floor – access via Meeting Room 3)	20 people	
Meeting Rooms 3 & 4 (ground floor)	35 people	
Whole of Ground Floor Community Space (dividing walls removed)	120 people	
Meeting Room 5 (top floor)	20 people	
Meeting Room 6 (top floor)	20 people	
Meeting Rooms 5 & 6 together (dividing wall removed)	40 people	
Please note meeting rooms 1 & 2 are not available for separate bookings		

2018- Hiring Fees

This form needs to be completed at least ten days before your event. You can give the completed form to MDA reception or use the submit function at the end of the form. An invoice will be sent on confirmation of your application.

Fees

Room	Emerging Community Organisation	Funded community organisation	Government/Business/Private
One room	\$5/hour (1 to 2 hours free)	\$10/hour	\$20/hour
Two rooms	\$10/hour	\$20/hour	\$30/hour
Three or more rooms	\$15/hour	\$25/hour	\$45/hour

Are you:

Emerging Community
 Community Organisation
 Government/ Business/Private

Transport and Parking

BMC is within walking distance of the Park Road Train Station, Boggo Road and PA Hospital Bus Stations. There is no off street parking available. Nearby street parking is available, however it is limited to two hours on weekdays before 5pm.

Before your meeting....

You will need to visit MDA during office hours (ideally a few days) before your meeting to view the room, equipment and supplies provided and familiarise yourself with the terms and conditions associated with your booking. If your booking is outside of office hours, you will need to understand lock up procedure. Please contact the Brisbane Multicultural Centre on (07) 3337 5400 to arrange a visit.

Terms and Conditions

Your booking request will not be considered unless this section is completed.

Terms and Conditions

- Confirmation of booking is subject to room availability and this booking form being signed and submitted to MDA.
- A full refund of the hiring fee will be issued if more than 10 days notice is given. If less than 10 days, only 50 percent of the fee will be refunded.
- Regular bookings are only taken for up to a 3 month period (*unless by special agreement with BMC*).
- The facility hired cannot be sub-let and must be used for the purpose stated.
- All persons hiring the premises must comply with relevant legislation including Occupational Health & Safety and Child Protection Legislation.
- The venue and equipment must be left in a clean and tidy condition. If cleaning is required an extra charge will apply according to the length of the cleaning required.
- Permission must be sought if the hirer wishes to decorate the venue.
- Papers, posters, etc may only be attached in a manner that will not cause damage to walls.
- MDA cannot accept liability for the loss or damage to goods or equipment owned or hired by the hirer or their guests. The hirer is liable for any breakages to equipment, furniture, fixtures and any other MDA property within the hired area and provided to him/her upon his/her request.
- Prior to the event, the hirer/user must specify all the equipment required and make him/herself familiar with the equipment as there is no technical support available outside of office hours.
- It is the hirer's responsibility to configure the venue according to his/her needs (**however the dividable walls are not to be moved**) and return equipment/table/chairs etc to its respective places after use.
- If you have catering to be delivered, you are responsible for organising and receiving the delivery, where it is to be placed, the return of any trays, etc.
- Smoking is not permitted inside the building (or within 5 metres of the centre) and the consumption of alcoholic beverages is not permitted under any circumstances.
- The building is in a residential area. Users of this facility must be considerate of nearby houses and keep noise to a minimum especially outside the building and at night. Any noise complaints will jeopardise future bookings.

After reading the terms and conditions:

I of

(Your organisation)

agree to comply with all terms and conditions as set out above. I have read and fully understand the terms and conditions and agree to abide by them. (*If providing a hard copy sign below, otherwise pressing submit button indicates acceptance of these terms and conditions*)

Signed

Date:

SUBMIT