

Airport Rooms for Hire Booking Request Form



Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

This form is to be completed when a customer wishes to hire a room at Rockhampton Airport. Please refer to the Rockhampton Airport Rooms for Hire Factsheet for further information regarding hire charges and available room facilities.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Hirer Details		
Organisation name:		
Contact name:		
Postal address:		
Preferred contact number:	Email:	
Declaration		
I submit this form with the relevant supporting documentation as required and declare that the details supplied are correct to the best of my ability. I agree to abide by the terms and conditions as outlined in the Rockhampton Airport Rooms for Hire Factsheet.		
Name:	Signature:	Date:
Hire Details		
Date of hire:	Anticipated number of attendees:	
Start time:	Finish time:	
Purpose of hire:		
Public Liability Insurance <small>(please note a copy of your public liability insurance must be provided)</small>		
Name of insurer:	Policy number:	
Policy limit:	Expiry date:	
Room for Hire		
<input type="checkbox"/> Rockhampton Airport Eddie Hudson Room	<input type="checkbox"/> Rockhampton Airport Management Board Room	<input type="checkbox"/> Rockhampton Airport VIP/Media/Training Room

OFFICE USE ONLY	Date received:	Are extended hours required? Y N	Amount owing: \$
	Date paid:	Responsible officer:	Receipt no:
	Safety induction completed? Y / N	Post-hire room inspection completed? Y / N	Inspecting officer:
	Details of damage: <i>(if applicable)</i>		

Equipment/Catering Requirements

Equipment required: TV/DVD Data projector Whiteboard Microphone

Tea/coffee required: Yes No

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

Public Liability Insurance (Certificate of Currency) outlining a minimum cover of \$20 million.

Fees and Charges

Please refer to Council's [Fees and Charges Schedule](#) for the relevant fees and charges for room and equipment hire.

Payment Information

In person | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

By phone | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

By post | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.

FACT SHEET

Airport Rooms for Hire

Eddie Hudson Room

The Eddie Hudson Room caters for a total of 40 people.

Fees

The hirer is required to make full payment to Rockhampton Regional Council **three days** prior to the date of the room hire.

Full Day	Half Day	Hourly
Prices as per Council's Fees and Charges Schedule .	Prices as per Council's Fees and Charges Schedule .	Prices as per Council's Fees and Charges Schedule . <i>Minimum charge 1 hour – No part charges</i>

Please note that bookings on weekends or after hours will incur additional costs to cover the cost of wages for staff. This is charged out at overtime rates. Office hours are 8:00am to 4:30pm Monday to Friday.

Airport Management Board Room

The Airport Management Board Room caters for a total of 12 people.

Fees

The hirer is required to make full payment to Rockhampton Regional Council **three days** prior to the date of the room hire.

Full Day	Half Day	Hourly
Prices as per Council's Fees and Charges Schedule .	Prices as per Council's Fees and Charges Schedule . <i>Maximum of 4 hours</i>	Prices as per Council's Fees and Charges Schedule . <i>Minimum charge 1 hour – No part charges</i>

Please note that bookings on week-ends or after hours will incur additional costs to cover the cost of wages for staff. This is charged out at overtime rates. Office hours are 8:00am to 4:30pm Monday to Friday.

VIP / Media / Training Room

The VIP / Media / Training Room caters for a total of 20 people.

Fees

The hirer is required to make full payment to Rockhampton Regional Council **three days** prior to the date of the room hire.

Full Day	Half Day	Hourly
Prices as per Council's Fees and Charges Schedule .	Prices as per Council's Fees and Charges Schedule . <i>Maximum of 4 hours</i>	Prices as per Council's Fees and Charges Schedule . <i>Minimum charge 1 hour – No part charges</i>

Please note that bookings on week-ends or after hours will incur additional costs to cover the cost of wages for staff. This is charged out at overtime rates. Office hours are 8:00am to 4:30pm Monday to Friday.

Available Equipment

The following equipment is available for use and is supplied at no additional charge to the applicable room booking fee.

- Television / DVD player (Airport Management Board Room only)
- Data projector

FACT SHEET

Rockhampton Airport Rooms

Available Equipment Continued

- Whiteboard (pens and eraser included)
- Microphone (Eddie Hudson Room Only)

Terms and Conditions

1. The hirer will ensure that all lights are turned off at the end of the hiring period and any access cards or keys are returned to Airport Management.
2. All bookings are to be made through the Airport Management Office or by submitting the **Conference Room Booking Request Form** by email or fax. Bookings are only considered confirmed once you have received a return confirmation email from Airport Management.
3. The hirer will ensure that all lights are turned off at the end of the hiring period and any access cards or keys are returned to Airport Management.
4. The hirer agrees to pay to Rockhampton Regional Council on demand the cost of repairing or making good any damage to the airport venues and facilities or the loss of any equipment, furnishing or other item arising out of or incidental to the hiring other than damage caused by events outside the control of the hirer.
5. The Airport is a smoke-free environment.
6. Car parking is available in the short-term car park. Please see reception to have your ticket validated on your departure.
7. Airport Management may cancel the hiring if in its opinion:
 - (a) the facilities will be unfit for use during the hiring period;
 - (b) the facilities may be damaged by use for the hiring purpose; or
 - (c) the facilities are required for official use or function by the Mayor or Rockhampton Regional Council.
8. Rockhampton Regional Council will not be liable to the hirer for any loss or damage arising out of or incidental to cancellation of the hiring by Rockhampton Regional Council.
9. The hirer will indemnify and keep indemnified Rockhampton Regional Council and its officers, servants, agents and contractors against all actions, proceedings, claims and demand which may be brought or made against them by any person in respect of loss, damage or injury arising out of or in connection with, whether directly or indirectly, the hiring of the facilities by the hirer and against all costs, damages and expenses which may be incurred by them in defending or settling those actions, proceedings, claims or demands.
10. Please attach a copy of your current Certificate of Currency noting Rockhampton Regional Council as an interested party.
11. The hirer will be required to register at the Airport Management Reception on arrival located on the Mezzanine Level of the terminal.
12. The hirer will obey any and all instructions given by Airport Management staff as to the use of, and access to and from the facilities.
13. The hirer will leave the facilities in a reasonably clean and tidy condition.
14. The hirer will conduct a safety briefing (fire and emergency) prior to use of the facilities. A fire evacuation plan is displayed in each of the above listed conference rooms.