

Ballarat Business Centre Hot Desk Booking Form 2017

Room description

- Average sized offices available
- Small round table with desk
- Water and glasses provided
- Street level

Pricing

Half Day - (9am-1pm) OR (1pm-5pm): \$66.00 (including GST) (Pre-paid)

Past 1pm is calculated as a full day. After 5pm is calculated as a full day.

Full Day - (9am - 5pm): \$88.00 (including GST) (Pre-paid)

After hours bookings available by request (please read policy)

Payment Method: **Direct Debit** - BSB: 013-520
Acc No: 281133052 **Direct Credit** - \$2.75 credit card fee
please fill in details below

Business Name	
Primary Contact and phone number	
Email Address	
Postal Address	
Booking Date, Time and how many people	
Booking Duration (Please tick)	Half Day (circle morning or afternoon) <input type="checkbox"/> Morning (9am-1pm) /Afternoon (1pm-5pm) Full Day <input type="checkbox"/> <input type="checkbox"/> After hours (after 5pm)
Requirements	

Please complete the above, sign and return by email to reception@ballaratbusiness.com.au to ensure we meet your needs & to confirm booking.

I have read the above and also the BBC Conference Room Policy and agreed to the terms and associated costs.

Signed:..... Date:.....

Credit Card Information

Date:

Credit Card Details: Visa/Mastercard/Bankcard

Expiry /..... CCV..... Name on Card

Please be aware that a \$2.75 credit card fee is in place when using credit cards.

For Staff (please do not fill out below)

Booking Confirmed: Invoice number:..... Entered:



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Hot Desk Policies

Room policy:

- To allow for efficient changeover of the room it is expected that users of the meeting room have included set up and pack up time in their booked times.
- It is expected that the room will be left the way it was found. Users who leave the room in an untidy state will be charged a fee for cleaning.
- No posters/boards or any other items are to be placed against the walls in the Hot Desk.
- Users of the room are not to sit on tables. Chairs are provided to sit on, Ballarat Business Centre are not responsible for any injury sustained from sitting on tables.

Cancellation policy:

- Cancellations to bookings must be received in writing (email or letter) no later than 3 business days prior to booked time.
- **Cancellations received less than 3 business days prior to the booked time will incur full charges for the booking.**

After-Hours Policy:

- Security is in place at the Centre to ensure the safety of you, your attendees and permanent tenants in the building.
- The front door of the building and the first entry door to the Administration Desk are to remain *closed* for the entire duration. For security reasons please **do not** prop open any doors.
- Please do not use the tenants kitchen area on Level 1
- Security cameras are in place at all entrances and major doors to the Centre, please be aware that *you are being filmed and these cameras are checked regularly.*
- To obtain an after-hours booking, you must visit the Centre the day before your booking to be run through security with a member of BBC staff.
- Once all monies have been paid, keys will be available for collection.
- The Reception Desk at the entry door is strictly off limits.

Payment policy:

- **Pre-payment is required to confirm your booking.**
- Please quote your invoice number when direct debiting.