



P O Box 216 | 16 James Street Balclutha | P: (03) 418 4048 | E: info@cluthanz.com

Bookings are not confirmed until form has been completed and returned.
Please ensure the person who will be using the room is aware of the conditions of hire.

Organisation:
Contact Name:
Contact Number:
Email for invoicing:

Facilities Available: (Prices from 1st August 2021)

Room A	Board Room	Maximum – 10 people	\$30.00 + gst per hour
Room B	Interview Room	Maximum – 4 people	\$15.00 + gst per hour

Please enquire about a discount for full day and block bookings.
Special rates apply to Community Organisations.
Invoices will be sent out monthly for payment on the 20th of the following month.

Room Requirements: (please indicate requirements where appropriate)

Room (A, B)	Date	Time

Equipment Requirements: (please indicate ✓ where appropriate)

Data Projector and Screen (\$15 per hire)	
Zoom Facility (\$15 per hire board room only)	
Whiteboard	
Kitchen Facilities	
Tea/Coffee	

Conditions of Hire:

1. Smoke and vape free facility
2. Please leave the room as you find it. Any breakages or losses are to be replaced or reimbursed.
3. Clutha Development reserve the right to change bookings for our own operations.
4. If your room booking is no longer required, please cancel the room as soon as possible, charges may apply.
5. Please brief your guests on our emergency procedure outlined on the information card provided.
6. The person booking the room is responsible for the Health & Safety of their guests during the booking.

Declaration: I have read and understand the emergency procedures provided.

Signature:

Date: