

# KIMBERLEY GROUP TRAINING

## Venue Hire Booking Confirmation

### Terms & Conditions



### Billing Details

Booking Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

To complete this booking the following must be observed and understood:

1. Booking Request Form, \*Covid-19 Waiver Form, Booking Confirmation, Terms & Conditions (this form) must all be completed and signed. *\*All attendees are required to check in and provide proof of vaccination when requested.*
2. Seating plan has been sent out – please choose layout and send back to KGT.
3. A quote will be sent out.
4. Invoice will be sent out (once event hire is finished).
5. Payment will be required within 14 days of invoice date unless stated on account.
6. Cancellation Policy:
  - a. Notice must be given at least 2 days prior to your schedule booking to notify KGT of any changes or cancellations.
  - b. If 2 days' notice is not given prior to your booking date, you will be charged 50% of your total booking fee.
7. Damage to Property and or Facilities / Cleaning:
  - a. If you and or any person attending your event on the KGT property does damage in any way shape or form you will be liable for damage costs to either repair and or replace the damages.
  - b. KGT property is to be left in a clean and tidy condition with all rubbish placed in supplied rubbish bins. Additional charges will be added to your total cost if extra cleaning is deemed necessary.
8. No external food is to be brought on to the premises – KGT offers an onsite catering option.
9. Any children onsite are required to be supervised by a responsible adult.
10. KGT has current public liability – a copy is available on request.

Please sign if you agree to the above KGT Terms & Conditions

Name \_\_\_\_\_ Date \_\_\_\_\_

Sign \_\_\_\_\_



## Cancellation Policy

Notice must be given at least 2 days prior to your scheduled venue booking to notify us of any changes or **cancellations**.

If prior notification is not given, at least 2 days prior to your booking date **you will be charged 50%** for the cancellation fees.

## Covid – 19 Register / Vaccinations

KGT has implemented a mandatory check in register, please ensure all attendees do so at reception.

Proof of FULL VACCINATION (x2 Doses) must be sighted as per Covid – 19 Waiver Form states. Your booking will not be finalised until the attached form has been completed.

## Catering

If your booking includes catering, you are required to give us 2 days' notice for cancellations.

If 2 days' notice is not given you will be charged for full catering fees.

## Cleaning

Please leave room tidy as you found it, chairs and tables to be left neat.

Tea and Coffee table to be left tidy.

No Cups, Rubbish or Food to be left lying around on Tables or Outside area.

**If the above standards are not met there will be a cleaning fee of \$75.00**



This form is to be completed by the responsible person (Organiser of event) prior to attending KGT Employment.

Organisation Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

## COVID-19 Liability Release Waiver

Due to the outbreak of the Coronavirus (COVID-19), KGT Employment (Kimberley Group Training Inc.) is taking extra precautions with the care of our community to include health history review procedures in compliance with SafeWork Australia guidance.

### Symptoms of COVID-19 include:

- \* Fever
- \* Fatigue
- \* Dry Cough
- \* Difficulty Breathing
- \* Shortness of Breath
- \* Persistent Pain in the Chest

\_\_\_\_\_ confirm/agree to the following:

*Organisation Name*

- All attendees affirm that they, as well as all household members:
  - Understand the above symptoms and affirm that they do not currently have, nor have experienced the \*symptoms listed above within the last 14 days.
  - Have not been diagnosed with covid-19 within the past 30 days.
  - Have not knowingly been exposed to anyone diagnosed with covid-19 within the past 30 days.
  - Have not travelled outside of the country or to any location considered to be a "hot spot" for covid-19 infections within the past 30-days.
  - All attendees will check in at KGT reception via WA Safe app or paper based covid register.
- All attendees are **fully vaccinated (x2 Doses of Covid-19 Vaccination)** and **proof of vaccination** has been sighted by \_\_\_\_\_  
*Organiser of Event*
- All attendees contact details have been recorded and will be made available to KGT Employment in the event of a confirmed positive Covid-19 case.
- \_\_\_\_\_ understand that KGT Employment cannot be held liable for any exposure to the COVID-19 virus caused by misinformation on this form or the health history provided by each attendee.  
*Organisation Name*

By signing below, \_\_\_\_\_ agree to each statement above and release KGT Employment from any and all liability for unintentional exposure or harm due to COVID-19.  
*Organisation Name*

I hereby declare that the information given in this application is true and correct to the best of my knowledge and belief. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_