



## Mildura Airport Pty Ltd

### Room Hire Request

Applicant Information	
Applicants Name:	Date Required:
Company Name:	
Address:	
Email:	
Start Time:	<input type="checkbox"/> Full Day <input type="checkbox"/> Hourly
Finish Time:	Please check venue fees below
Contact Phone:	
	<i>Work</i> <span style="margin-left: 150px;"><i>Mobile</i></span>
Room Information	
<input type="checkbox"/>	MA001 VIP Departure Lounge
<input type="checkbox"/>	MA002 Meeting Room
<input type="checkbox"/>	MA003 Training Room
<i>Fees:</i> MA001 VIP Departure Lounge - Fee per hour \$30 / Full Day \$210 MA002 Meeting Room – Fee per Hour \$20 / Full Day \$130 MA003 Training Room – Fee per Hour \$25 / Full Day \$170 *Catering available on request and charged additionally	
Conditions of Hire	
<ol style="list-style-type: none"> <li>1. Smoking, naked flames, candles; fires are <b>not permitted</b> in any buildings.</li> <li>2. Confetti; Glitter is <b>strictly banned</b> in each building.</li> <li>3. Invoices will be sent out on the day of booking with strictly 14 day payment terms.</li> <li>4. Cash payments can be arranged prior to the date the room is required.</li> <li>5. Notice of cancellation should be advised at least 1 day prior to the date required.</li> <li>6. A credit card must be provided on return of this request form to cover any damaged; lost or broken furniture and/or items to any room. If a credit card is not applicable, any damaged; lost or broken furniture and/or items will be invoiced accordingly.</li> <li>7. By signing below, you have agreed to the above terms and conditions for each room available to hire at the Mildura Airport.</li> </ol>	
<i>Signature</i>	<i>Date</i>
Approval – Office Use Only	
<i>Name</i>	
<i>Signature</i>	<i>Date</i>
Status of Offer:	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined