



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 <small>Please check venue fees below</small>	
Finish Time:			
Contact Phone:	<i>Work</i>	<i>Mobile</i>	
Room Information			
<input type="checkbox"/> MA001 VIP Departure Lounge Seats 10 Close to Cafe			
<input type="checkbox"/> MA003 Boardroom Seats 20 Tea & Coffee Facilities Projector & Whiteboard Conference Phone			
<input type="checkbox"/> MA003 Training Room Seats 20 Projector & Whiteboard			
<i>Fees:</i>			
MA001 VIP Departure Lounge - Fee per hour \$30 / Full Day \$150			
MA003 Boardroom – Fee Per Hour \$30 / Full Day \$210			
MA003 Training Room – Fee per Hour \$20 / Full Day \$140			
*Catering available on request and charged additionally			
Conditions of Hire			
<ol style="list-style-type: none"> 1. Smoking, naked flames, candles; fires are not permitted in any buildings. 2. Confetti; Glitter is strictly banned in any buildings. 3. Invoices will be sent out on the day of booking with strictly 14day payment terms. 4. Cash payments can be arranged prior to the date the room is required. 5. Notice of cancellation should be advised at least 1 day prior to the date required. 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. 7. By signing below, you have agreed to the above terms and conditions for each room available to hire at Mildura Airport. 			
Signature:			Date:

Approval – Office Use Only

Name:	
Signature:	Date:
Status of Offer: <i>Accepted</i> <i>Declined</i>	
Invoice Reference #:	Amount Charged: \$