



MEETING ROOM INFORMATION SHEET

Sydney Central YHA



The Meeting Room at Sydney Central YHA is a recently renovated, fully equipped conference room. It is a large, flexible space with floor to ceiling windows on two sides to provide lots of natural light. It can accommodate up to 60 in a theatre configuration or 20 in a conference configuration and has all the facilities necessary for a successful meeting or seminar. It is situated on the top floor of the hostel and is accessed by lift from reception. There are bathrooms outside the room and an open air balcony. Next to the room is a full kitchen which is available to hire and we can also suggest various catering companies who will deliver to the room if required.

Meeting Room Features:

- Data Projector
- White Board and Markers
- Flip Chart
- Break Out Balcony
- Kitchen
- Big Screen
- Air Conditioning
- Flexible Set Up Arrangement

(Wifi access available for presenter only)

To check availability or if you have any questions or queries regarding meeting room hire at Sydney Central YHA please contact:

Group Coordinators

P: + 61 2 9218 9018 | F: + 61 2 9218 9099 | E: sydcentralgroups@yha.com.au

MEETING ROOM BOOKING FORM

Thanks for your interest in Sydney Central YHA.

To enable us to process your reservation, please return the booking form to us fully completed and signed. As soon as we receive the signed copy from you, we will confirm the booking and forward an invoice. **Full payment is due 7 days prior to the first date of room hire.**

Standard meeting room hire

| | |
|-------------------------|--|
| NAME OF GROUP | |
| LEADER/SUPERVISOR NAMES | |
| PHONE (daytime) | |
| MOBILE | |
| EMAIL | |
| FAX | |
| POSTAL ADDRESS | |

YHA abides by the National Policy Principles in the collection of personal information. Personal information is not disclosed to any third party except as is required by law.

Standard Meeting Room Hire

Standard meeting room includes:

- Access to meeting room with use of projection equipment
- Use of bathrooms
- Tea and Coffee facilities provided
- No room set up, a supervisor may arrive early to configure room

| | COST PER SESSION | DATE REQUIRED | NUMBER OF ATTANDEES |
|--|------------------|---------------|---------------------|
| Standard Meeting Room Hire Morning Session 4 Hours | \$100 | | |
| Standard Meeting Room Hire Afternoon Session 4 Hours | \$100 | | |
| Standard Meeting Room Hire Evening Session 4 Hours | \$100 | | |
| Car parking | \$25 per day | | |

Meeting Room & Kitchen Hire

Includes:

- Access to meeting room with use of projection equipment
- Use of bathrooms
- Room set up by YHA
- Use of private kitchen facilities
- Tea and coffee provided

| | COST PER SESSION | DATE REQUIRED | NUMBER OF ATTANDEES |
|--|------------------|---------------|---------------------|
| Standard Meeting Room Hire Morning Session 4 Hours | \$120 | | |
| Standard Meeting Room Hire Afternoon Session 4 Hours | \$120 | | |
| Standard Meeting Room Hire Evening Session 4 Hours | \$120 | | |
| Car parking | \$25 per day | | |
| Required Room Set Up | | | |

Please note:

- All prices quoted are in Australian Dollars and include GST
- All prices are valid until 31st December 2014.
- Full payment of balance due 7 days prior to arrival.

Payment to be made by:

☐ Cheque (YHA Ltd)

☐ Bank Transfer: Westpac, 341 George St, Sydney NSW 2000
Account Number: 997185 BSB: 032 000 IBAN: WPACAU2S

Quote Invoice Number for Direct Deposit

☐ Visa ☐ MasterCard

Card Number:

| | | | | | | | | | | | | | | | | | | | |
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Expiry Date:

| | | | | |
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Cardholders Name: _____

☐ I hereby authorise YHA NSW Ltd to charge the above credit card:

1. The full balance of the invoice 7 days prior to the first date of room hire.

Signature _____

Organiser's Warranty and Undertaking

I the undersigned (nominated group leader) hereby warrant YHA Ltd. and its member hostel that I am authorised to enter into this agreement on behalf of:

_____ (name of meeting)

and as such accept full personal responsibility for the group's adherence to the following Meeting Room Hire Booking Conditions of YHA Ltd. and undertake, in my capacity as organiser, to ensure that the attendees in my charge abide by those conditions.

Signature: _____

Date: _____

If you have any questions or queries regarding meeting room hire at the Sydney Central please contact:

Group Coordinator

Sydney Central YHA | Cnr Pitt & Rawson, Sydney NSW 2000
P: + 61 2 9218 9018 | F: + 61 2 9218 9099 | E: sydcentralgroups@yha.com.au

BOOKING TERMS AND CONDITIONS

Making a booking is conditional upon there being sufficient capacity at the hostel to accommodate the booking and the booking being accepted by YHA on behalf of the hostel.

Settlement and Payment

If booking payments are not received on time, YHA reserves the right to sell the meeting room to other guests.

Refunds and Cancellations

When a Meeting Room booking is made, the following cancellation fees apply with respect to the cancellation of all or part of the booking:

- For cancellations made 3-7 days notice prior to arrival YHA will refund 50% of the hire costs and retain 50%.
- For cancellations made within 48 hours of arrival YHA will retain all of the hire costs.

Notice of Liability

The Organiser must agree to ensure that their attendees will abide by the YHA requirements listed below and any reasonable instructions made by the hostel manager or staff. The organiser must undertake:

1. To accept responsibility for proven damage or loss caused by the group to hostel building or equipment including safety and security systems and to recompense YHA for any such loss or damage.
2. To abide by the conditions of payment for a booking, including the cancellation policy as detailed above.
3. To ensure that any children in the group are supervised at all times. Children must be supervised in public areas that may include elevators, swimming pools and rooftop areas.
4. To agree that YHA does not accept responsibility for accidents which may occur to any group member, or for any damage or theft of property whilst using YHA hostels.
5. Not to drink alcohol excessively at the hostel. If members of the group are under 18, to agree not to bring alcohol onto the hostel premises or to return to the premises in an intoxicated state. Leaders are particularly responsible for ensuring any group member under 18 years of age abides by YHA's policies barring smoking and consumption of alcohol.
6. To follow all parking and other specific requests of the hostel management.

General Obligations

YHA undertakes to provide the agreed services at the agreed times by the Hostel. This obligation does not apply under circumstances beyond the control of YHA such as:

- If the group does not arrive.
- If the group fails to pay the deposit or balance on time.

Additional Provisions

1. Standard hostel policies will be clearly displayed or made available to all guests within the hostel. Group members are expected to comply with such hostel policies.
2. A cash bond may be required from group guests – at the Manager's discretion.
3. YHA reserves the right at all times and without prior notice to stop accommodating a group if one or more group members contravenes hostel policies. No refunds will be given in these circumstances.

Cancellation by YHA

YHA reserves the right to terminate a booking without any obligation to pay compensation if there is sufficient cause to believe that the nature of the group's meeting at the hostel is different than could reasonably have been expected, based on the group's request or on the character of the group, and that YHA would not have entered into the agreement had it known the true nature of the intended meeting. Should YHA choose to exercise this right after such meeting has commenced at the Hostel, the group's payment for the services rendered to that point will be retained and the balance paid will be refunded.

Disclaimer

I hereby warrant YHA Ltd and its member hostel that I am authorised to enter into this agreement and as such accept full personal responsibility for the group's adherence to the meeting room hire conditions and undertake to ensure that the attendees in my charge abide by those conditions.

Name: _____

Signature: _____

Date: _____