



## HIRE OF SUPREME COURT MEETING ROOMS

From **23 July 2019**, a new set of conditions and booking charges will apply for those persons wanting to hire a Supreme Court meeting room for their exclusive use.

Meeting Rooms will be available for exclusive hire as follows:

1. Rooms will be available on a first come first serve basis.
2. Fees will be charged on daily, weekly or monthly basis (for current rates, please see the Table of Charges below).
3. Fees are to be paid in full in advance (except for multi-monthly bookings that are to be paid one month in advance) with refunds only to apply to bookings cancelled no later than 24 hours prior to the booking date. No refunds will be given for bookings not completed in full.
4. Upon payment of a booking fee, 2 keys will be issued for the exclusive use of that room. Keys are to be returned at the end of the booking period. Further administrative charges will apply for the non-return of keys.

### New booking procedures

1. Complete the **Meeting Room Hire Booking Form** available on page 2 of this document.
2. Submit completed booking form together with payment (cash or credit card only) in person to a Cashier at the Court's Registry on Level 5 at Queens Square.
3. Present your booking form and cashier receipt to the Courtroom Support Coordinator on Level 5 who will issue you with the key for your meeting room.
4. Please return the key to the Courtroom Support Coordinator on Level 5 at the end of the booking period. The non-return of room keys will incur further administrative charges (see the Table of Charges below).
5. For any questions about the hire of Supreme Court meeting rooms, please contact the **Courtroom Support Coordinator on (02) 9230 8801**.

**Table of Charges** (at 1 February 2010)

Description	Cost \$
Daily hire	\$135
Weekly hire	\$500
Monthly hire	\$1,500
Non-return of key	\$50.00



## BOOKING FORM

### HIRE OF SUPREME COURT MEETING ROOMS

Please complete the booking information below:

**Period of hire (tick):**

DAILY NO. DAYS: .....

WEEKLY NO. WEEKS: .....

MONTHLY NO. MONTHS: .....

**Meeting Room Hire Rates (at 1.2.10)**

- Daily : \$135.00 per day (inclusive of GST)
- Weekly : \$500.00 per week (inclusive of GST)
- Monthly : \$1,500.00 per month (inclusive of GST)

**Payment details**

- Firm Name: .....
- Contact Name:..... Contact No:.....
- Cost of Room Hire: \$..... File No. ....
- Date of Payment ...../...../..... Receipt No:.....

**Instructions:**

1. Fees are to be paid in full in advance
2. Refunds only to apply to bookings cancelled within 24 hours of them being made. No refunds will be given for bookings not completed in full.
3. Upon payment of the booking fee, please present this form plus a copy of your receipt to the **Courtroom Support Coordinator on Level 5** who will issue you with 2 keys for the exclusive use of the meeting room.
4. Keys are to be returned at the end of the booking period. Further administrative charges will apply for the non-return of keys.
5. For any questions about the hire of Supreme Court meeting rooms, please contact the **Courtroom Support Coordinator on (02) 9230 8801**