

# IMA ROOM HIRE FORM

## FUNCTION ROOM CHARGES

### REGULAR HIRE

1. Bond Fee of \$400 required for Deposit.
2. 10 am to 4 pm, Monday to Saturday.
3. \$450 for a 4 Hour Block.
4. \$120 per additional hour required.
5. With A/V and Whiteboard.

### THEATRETTE ROOM CHARGES

1. Bond Fee of \$200 required for Deposit.
2. 10 am to 4 pm, Tuesday to Saturday.
3. \$90 per hour.
4. With A/V and Whiteboard.

### ARTWORKSHOP ROOM CHARGES

1. Bond Fee of \$200 required for Deposit.
2. 10 am to 4 pm, Tuesday to Saturday.
3. \$80 per hour.
4. No A/V. Whiteboard only.

### NOT FOR PROFIT ORGANISATION

1. Bond Fee of \$400 required for Deposit.
2. 10 am to 4 pm, Monday to Saturday.
3. \$320 for a 4 Hour Block.
4. \$120 per additional hour required.
5. With A/V and Whiteboard.

## TERMS & CONDITION

1. Prices are for room and A/V use only. There are no A/V facility in the Artworkshop Room.
2. Only USB and VGA inputs (for laptop connections) are available. Clients should not remove items/disconnect (devices, cables etc) in our facilities.
3. For VGA inputs, clients are encouraged to test out their devices with our A/V system prior to room hire.
4. No outside food is allowed. IMA can provide catering at additional cost.
5. No consumption of alcohol.
6. Extra cost for sound engineer.
7. 25% of the full amount is to be paid if cancel room booking less than 48 hours of book date.
8. 50% of the full amount is to be paid if catering is cancelled less than 5 days of book date.
9. Payment of invoice is required within 7 days of visit.

## CLIENT PARTICULARS

Organisation	
Contact Person	
Contact Number	
Contact Email	
Contact Address	
Room Type	Function / Theatrette / Green Artworkshop / Black Artworkshop
Booking Date	
Start Time	
Finish Time	
No. of Participants	
Payment Mode	

A/V Needed	Yes / No
Catering Needed	Yes / No

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

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