



nsw commission for
children & young people

Room Booking Agreement

Organisation:

Meeting Title:

Room/s required (P/B/F)
(The Participation and The Best Interest Rooms cannot be both booked on the same day)

Date required:/...../200... Day:..... Time:til.....

No of people attending:

Mobile Contact No. during event (**compulsory**)

Equipment

Overhead Projector	<input type="checkbox"/>	Lecturn (P.room only)	<input type="checkbox"/>
Mobile Microphone (P.room only)	<input type="checkbox"/>	TV/Video	<input type="checkbox"/>
Large Screen (P.room only)	<input type="checkbox"/>	Lite Pro (P.room only)	<input type="checkbox"/>
White Board	<input type="checkbox"/>	and own laptop must be provided)	
Flip Chart	<input type="checkbox"/>		

***NOTE: Telephone conferencing or internet access is not available in any room**

- I agree to pay for the repair or replacement of any furniture or equipment damaged during this event. I also agree to pay for extra cleaning costs if required.
- I will return any keys to the Commission by 10am the next working day after the event.
- I agree to the use the room(s) as set out in the Conditions of Use of CCYP Meeting Rooms.

Organiser's Details

Name:

Tel:

Fax:

E-mail:

Signed: **Date:**

Booking confirmed: Yes/No Signed: **Date:**

(Office use only)

Send this form to the Commission for Children and Young People, Level 2, 407 Elizabeth Street, Surry Hills, NSW 2010, Fax it to (02) 9286 7267 or email it to kids@kids.nsw.gov.au or book online at <http://www.kids.nsw.gov.au/kids/resources/bookrooms.cfm>

The Commission will confirm your booking within a week of receiving this form.



ROOM BOOKINGS – CONDITIONS OF USE

The Commission has three rooms available for meetings, training courses and seminars, rehearsals, research focus groups, consultations and workshops. They are:

- Participation Room 30 boardroom style or 50 theatre style
- Best Interest Room 20 maximum
- Family Room 10 maximum

To make a booking, please complete the Room Booking Agreement via the Commission's website <http://www.kids.nsw.gov.au/kids/resources/bookrooms.cfm> or fax it to (02) 9286 7267. Confirmation will be provided within 5 working days.

Who can use the rooms?

The rooms are available for any non-profit group or person with an interest in children and young people. If there is more than one group that want to book a room for the same times, the rooms will be made available in the following order:

1. Commission use.
2. Activities attended by children and young people.
3. Activities run by organisations that are mainly concerned with children and young people.
4. Activities run by other organisations.

Note the Participation and Best Interest Rooms cannot be booked on the same day.

When are they available?

The rooms are available from 8.30am to 10.00pm, 7 days a week. You will have to contact us during office hours 9am to 5pm Monday to Friday to arrange to pick up and drop off the keys, if after hours access is required.

How much does it cost?

Using the rooms is free for activities organised by or for children and young people, and for activities organised by non-profit groups. When booking the rooms, we will ask you to agree to pay for any damage to the rooms or equipment, and cleaning costs should the rooms be left dirty or any security costs if a call out is required (for after hours use).

Are there any restrictions?

- No alcohol is to be served.
- You can't promote a cause that harms or exploits children and young people.
- You must be aware of and engage in child-safe and child-friendly practices. See the Commission's website at <http://www.kids.nsw.gov.au/kids/check/safefriendly.cfm> for more information.
- You must provide the name and a mobile contact number of a co-ordinator during the event, as a telephone landline is not available. This contact will be for emergency evacuation co-ordinating if required and CCYP staff will liaise with them or all other issue.
- There is a no smoking policy within the Commission. A balcony area is accessible where people can smoke.
- There is a lite-pro projector available in the Participation Room, but you will have to provide your own computer.

Responsibility of booking organisation.

- To provide a list of all participants to reception on the day of event, for emergency procedures.
- To provide own refreshments eg tea, coffee and milk.
- To set up and re-set the room to the approved style before leaving.
- To leave rooms clean and tidy.
- To have mobile contact during the event in case of emergencies.
- To return after hours keys by 10am the next working day (if applicable).
- To meet the cost for any damage, cleaning or security costs incurred by CCYP as a result of their booking.

Failure to do so may lead to refusal of usage of the rooms in the future.

Parking for Visitors

CCYP does not provide car-parking facilities for visitors using the training rooms. There is limited street meter parking in Surry Hills. There is also a car parking station in Holt Street. Access is available by driving down Elizabeth Street and turning left into either Kippax or Cooper Streets and then right into Holt Street.