



The Gathering Place



Simply Mindful
CANBERRA MINDFULNESS CENTRE

Room Hire - Venue Booking Form

- Please note insurance requirements in Terms & Conditions
- Please ask for accommodation bookings form if overnight/bedroom accommodation is required
- Please provide a copy of your certificate of currency (public liability insurance)

Contact Name:			
Name of Organisation:			
Phone	Phone Business	Mobile	*Alternative Contact Person (Name & mobile)
Email			*
Address:			

Name of insured & description of Policy	
Total Sum Public Liability Insured	
Period of Insurance	

About your activities

Have you used the Gathering Place previously?
Please describe the activities you will be undertaking
Please advise approx number of participants

Use of Space Options

Use of whole space

If you require exclusive use of the whole of the Gathering Place for your activity a set fee will be charged. Fees may be reduced if you agree to undertake cleaning of all areas accessed used including bathroom spaces - refer to information about cleaning below.

Use of part space

If you do not require exclusive use of the whole venue, there may be another group overlapping with yours, using spaces you have not booked. We will ensure both groups are running compatible activities.

Please advise your preferred Cleaning option for space hire

A Your group will clean all spaces accessed – no additional charge (suitable for some retreat groups)

B No Cleaning by your group - Your group will be charged for cleaning spaces utilised based on average commercial rates of approximate \$40 per hour, based on time and use of the building during your stay

**Additional information about cleaning, gardening and costs

Some groups, particularly meditation groups, include cleaning and gardening as part of their stay at the Gathering Place. Cleaning includes vacuuming all the rooms used, wiping down showers and cleaning bathrooms and toilets and kitchen including all washing up, surface cleaning and floor cleaning. Gardening may include weeding, sweeping, or other assigned (quiet) activities such as mulching. If your group is able to clean and/or garden as part of your stay please let us know.

Timing and use of kitchen facilities to be negotiated between groups

Catering

- We do not offer catering at present.
- We can arrange delivery of catering for you from a local supplier/restaurant for a 10% surcharge. Please let us know if you would like this
- Self-catering is possible for groups staying at the Gathering Place

Detail of Required Space - *Please state spaces where activities would be conducted*

Area Required	Date	Time In	Time Out
Garden Meeting Room (15-22 seated) 6m x 5m			
Large Meeting Room Capacity depends on activity - (40-50 seated) full room 12m x 6m (includes raised area) Main area 8.5m x 6m			
Kitchen & Dining Space Y/N			
Garden Y/N			

I have read and agree to the terms of use for The Gathering Place

(print name) ----- (signature) -----Date: -----

Name of person responsible for clean-up: _____ Phone number of responsible person: _____