



Like to Make a Booking?



MakerSpace offers community members the opportunity to utilise our Spaces. Please lodge your expression of interest on the form below.

Please note. All of our spaces include access basic equipment and resources. Specialised equipment and materials may attract an additional charge or require expertise or training prior to use. This will be established prior to acceptance of this agreement.

Please return this form in person to 4 Albert Circuit or to Sue by email: sue.english@mnccc.edu.au

Contact Name						
Organisation						
Phone			Email			
Are you a not for Profit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	10% discount	<input type="checkbox"/>
Are you a MakerSpace member?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	20% discount	<input type="checkbox"/>

Which Space would you like to Book?

	Proposed		Space Hire rate	
	Date/s	Time	Per Hour	Day (6 hrs)
Dept of the Art - approx. 92m ² COVID-19 recommended limit 46 pax			\$40	\$200
Studio A - approx. 12m ² COVID-19 recommended limit 6 pax			\$50	\$250
FabLab - Textiles & Tech approx. 56m ² COVID-19 recommended limit 28 pax			\$40	\$200
The Shed - approx. 56m ² COVID-19 recommended limit 100 pax			\$40	\$200
The TinkerSpace - approx. 80m ² COVID-19 recommended limit 40 pax			\$30	\$150

* Please note COVID numbers represent a max limit and are dependant on the type of activity undertaken

Facilities Included	Toilets (Male, Female & Disability) Student Kitchen with Tea & Coffee facilities as well as Fridge, Microwave & Wifi Internet Access
Equipment included	Basic Equipment in each space as per individual arrangement. Some equipment at extra cost or conditions apply.
Disability Access	Access to all areas, Toilets & Parking
Parking	Onsite and on street

Please describe your proposed activity:

Proposed Activity	
Approx. number of people expected	

Resources & Equipment required:

Space	Requirements

I have read the attached terms and conditions relating room hire. I accept the terms and conditions of the room hire.

Signature: _____

Name: (please print) _____ Date: _____

Terms and Conditions of MakerSpace Hire

1. MakerSpace agrees to hire facilities to the Hirer in accordance with the terms and conditions contained in this Agreement.
2. The room hire is only for activities, functions and or events that are appropriate and befitting the facilities and business of MakerSpace.
3. The Hirer warrants that they shall not cause any physical or other damage to MakerSpace Training facilities or to the reputation and good standing of MakerSpace. The Hirer is also responsible for the behavior of its servants, patrons, guests, staff and contractors and must ensure that they also comply with the terms and conditions of the Agreement.
4. MakerSpace facilities are available for hire from 8.30am to 5.00pm seven days a week. Hire requests outside these hours will be subject to special approval and charges by MakerSpace.
5. Confirmation of bookings must be made no less than 10 working days before the hire date by signing and returning the Space Hire Agreement. First time hirers may be requested to pay a 50% deposit to secure their hire, with the remainder of the fee to be invoiced to the hirer – All other hires will be invoiced the total hire fee, with payment to be made upon receipt of invoice.
6. Once a Space Hire has been confirmed cancellations made by the hirer will attract a \$25.00 administration fee.
7. The Hirer shall pay the balance of the fee specified in the agreement prior to the hire date unless otherwise agreed by MakerSpace.
8. In the event of the fee not being paid prior to commencement, MakerSpace reserves the right to terminate this agreement and withdraw the use of the facilities. In such an instance, the Hirer releases, indemnifies and holds harmless MakerSpace from any claim, action, loss and or damage that may be caused by or arise from MakerSpace withdrawing the facilities from use.
9. MakerSpace will provide the equipment specified in the agreement.
10. The Hirer must notify MakerSpace representative of any special equipment requirements, a minimum of 5 working days, prior to the hire date.
11. The fee for the hire of facilities is inclusive of GST.
12. No food or beverages are permitted in the FabLab or Studio A spaces of the facility with the exception of bottled water.
13. A student kitchen is available for use, for the consumption of food during hires.
14. Facility inclusions are available for hirers, these facilities include: Tea & Coffee, Microwave, Fridge, & Dishwasher, on condition that the facilities be left clean and tidy after use by the Hirer.
15. MakerSpace does not offer catering as part of space hire packages however we can refer the hirer to our Crazy Maze Café next door at number 5.
16. Hirers may only bring alcohol onto the premises of MakerSpace with the prior approval. If alcohol is authorised, the Hirer shall ensure its staff, contractors and patrons comply with all liquor licensing laws. The sale of alcohol on MakerSpace premises is not permitted.
17. All rooms must be kept clean and tidy and all rubbish removed by the Hirer.
18. Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building, furniture or fittings.
19. MakerSpace maintains 24 hour security. Any specific security arrangements for the facilities hire must be arranged by the Hirer with a MakerSpace representative prior to commencement of hire.
20. MakerSpace accepts no responsibility or liability for any loss or damage to any person, equipment or merchandise left on the premises prior to, during or after the hire of the facility. The Hirer indemnifies MakerSpace against any such claim, action, loss or damage.
21. For any long term or permanent hire agreements, a certificate of currency providing Public Liability Insurance for up to \$10,000,000 must be provided by the Hirer to a MakerSpace representative prior to commencement of hire.
22. MakerSpace Training is a non-smoking venue. MakerSpace Training reserves the right to remove persons from the premises if smoking occurs within the complex.