



## ***Building 6, carpark 11***

***Please print and fill out the form details below, scan and email to [agritechincubator@csu.edu.au](mailto:agritechincubator@csu.edu.au)***

Please confirm booking one week prior with Siobhain Howard phone 02 6933 4004

Name of Event/Meeting:

Date(s):

Time Frame: From:

To:

No. Attending:

Coordinator:

Organisation Name:

Address:

Town:

Postcode:

Phone:

Email:

**Please note:**

Hirer is to explain the induction and evacuation procedure to all participants. This explains the location of emergency exits, amenities and mentions some important OH&S issues.

**External hirers will be invoiced as per the charge below for the hire of the AgriTech Incubator.**

AgriTech Incubator (\$150/day)

**\*If requiring a hot desk, please email [agritechincubator@csu.edu.au](mailto:agritechincubator@csu.edu.au) for your booking. For payment, please see the Charles Sturt University Cashier (building 13) and quote code "E286".**

**External hirers must also submit a signed indemnity form, downloadable from the <http://innovate.csu.edu.au/incubators/agritech>**

Equipment available: Projector, whiteboard and kitchen facilities.

## Room Set Up

Flexible seating arrangements and breakout space. Venue suitable for Board meetings, training and workshops.

The hirer is responsible for the setup of the room.

## Catering Requirements

The hirer is responsible for all catering needs and is required to use CSU catering. Please contact the Events team via email [eventsww@csu.edu.au](mailto:eventsww@csu.edu.au) or Ph: 02 6933 4974.

## Weekend and After Hours use of the Centre

Security will need to be notified that the facility is being used at the weekend or outside business hours. Phone 02 6933 2288, and inform them of the hours that the Incubator will be used.

## Agreement

I  agree to pay any extra charges for cleaning or damage of equipment in regards to the hiring of the AgriTech Incubator.

Signature:

For further information regarding the hiring of the AgriTech Incubator contact:

Siobhain Howard on 02 6933 4004

Email: [agritechincubator@csu.edu.au](mailto:agritechincubator@csu.edu.au)