

## TERMS AND CONDITIONS OF USE

### Geraldton Airport Facility Booking

#### FACILITY BOOKINGS

All facilities must be pre-booked via the online Facility Hire Booking Form or by contacting Airport Administration on (08) 9923 3207 or email [admin@geraldtonairport.com.au](mailto:admin@geraldtonairport.com.au).

#### HIRE RATES

All rates are inclusive of GST:

<b>Brearley Training Room</b>	\$45.00 per hour
<b>Brearley Office Space</b>	As negotiated with Airport Manager
<b>Charlie Upper Office</b>	As negotiated with Airport Manager
<b>Charlie Lower Office</b>	As negotiated with Airport Manager

#### PAYMENT

An invoice will be issued to the organisation/individual listed on the booking request.

Alternatively, the Geraldton Airport can accept cheques and cash (must be the exact amount) on the first day of use.

#### FACILITY USE

- Rooms must be left as they are found
- All rubbish to be placed in the bin/s provided
- No food or drinks must be left in the room/office or kitchen amenities on departure
- Technical issues with equipment provided by the Geraldton Airport are the responsibility of the user
- Any damages to property or equipment must be reported to Airport Administration immediately

#### CAR PARKING ARRANGEMENTS

Parking arrangements will be negotiated on confirmation of facility booking.