



BUSINESS & INNOVATION CENTRE

HOT DESK BOOKING FORM

info@dka.com.au | 08 8959 6000

CONTACT / HIRE DETAILS

Name:	Telephone:
Email:	
Organisation/Department:	
Billing Address: <i>the total invoice due will be sent via email with the payment details.</i>	
Booking date/s:	

RATES *Prices are effective 1 January 2021 – 31 December 2021*

Daily	Hot desk space	\$50.00 Excl. GST
	Private office space <i>(limited availability)</i>	\$80.00 Excl. GST
Weekly	Hot desk space	\$150.00 Excl. GST
	Private office space <i>(limited availability)</i>	\$180.00 Excl. GST
Printing & Photocopying		B&W: 30¢ /pg. Colour: \$1.00 /pg.

Inclusions

- 1 Hot desk space and WiFi
- Access to the Business & Innovation Centre (BIC) during business hours (Monday to Friday 8:00am-4:30pm)
- Access to manned reception desk during business hours (Monday to Friday 8:00am-4:30pm)
- Use of BIC kitchenette and facilities
- Access to ample car parking space

Please note: Desks must be cleared at the end of the working day and left in a suitable condition for other users.

BOOKING TERMS AND CONDITIONS

Afterhours / Vacating the Desert Knowledge Precinct

Absolutely no afterhours access for hot desk bookings. Afterhours access is exclusive to BIC staffs and Long-term leases. The Precinct must be vacated no later than 5:45 pm (gates closes at 6:00 pm).

Vehicle Parking

Please respect the Arrernte Land that the BIC stands on and use the designated Visitors' Car Park.

Pets

The Precinct is a Land for Wildlife zone, and under our Indigenous Land Use Agreement (ILUA), we have an obligation to care for the wildlife on the Precinct. As such, domestic animals are not allowed on the Precinct. *This rule does not apply to service animals.*

Venue Use and Conduct

- Patrons and guests must behave in an appropriate and orderly conduct whilst in the BIC premises (cleanliness, noise, sharing of common areas, etc.).
- The individual will cover the cost of any damage to the building, furniture, or equipment, which has occurred during any misconduct.
- Desert Knowledge Australia does not accept responsibility for any loss, damage or theft of items brought into the venue.

Signed acceptance of Terms and Conditions:

Date Signed

The booking is not confirmed until this form has been completed and returned to info@dka.com.au