

4/59 Cawkwell St  
Malvern, 6144

Ph or SMS 0448 893 962  
info@tsrcorporateservices.com.au  
www.tsrcorporateservices.com.au



Thank you for choosing TSR Corporate Services for your event. Please complete the details below and return this form to [paul@tsrcorporateservices.com.au](mailto:paul@tsrcorporateservices.com.au). Alternatively, you may post to 4/59 Cawkwell St, Malvern, 6144.

Once the form is complete and returned your booking is confirmed! Please provide as much information as possible below.

Name:	
Company:	
Billing Address:	
Phone:	
Mobile:	
Email:	
Date of Event:	
Nature of Event: <i>(inc guest numbers)</i>	
No. of Staff Req:	
Rate:	\$30 p/hour (ex GST)
Time Staff Req: <i>ie 3pm- Midnight</i>	
Event Address:	
Special Requirements/ Further Notes:	

By returning this form your confirmed booking is subject to TSR's terms and conditions outlined below.

Name:	
Date:	

## Terms and Conditions:

- The Booking Confirmation form must be returned to TSR to secure the booking date and staff required. A deposit is not necessary, however if the booking is cancelled less than 7 days before the event date above, you will be invoiced 3 hours labour per staff member requested.
- Your invoice will be issued the day of your event, and payment is required immediately. Should this be a problem, arrangements must be made with TSR administration *before* the event date.
- You (the client) will be responsible for providing a safe and healthy workplace for all TSR personnel. TSR will work with you to provide assistance in achieving a safe working environment if required.
- You are responsible to pay our hourly fee as agreed at the time of booking, for all hours worked by the temporary worker. You may be required to sign weekly time sheets that we rely upon as an authority to process payment to the temporary worker and confirmation of your satisfaction with our services. However, failure to sign the time sheets does not alter your liability to pay for hours worked. Please note that the minimum daily booking fee for a TSR staff member is three (3) hours.
- Whilst we make every effort to provide a temporary worker in accordance with the booking details above and to ensure the highest standards of skills, integrity and reliability from the temporary worker, we accept no liability (by reason of the human element) for any loss, expense, damage or delay arising from any failure to provide any particular temporary worker for all or part of the period of the booking, nor for any negligence dishonesty, misconduct or inadequacies of the staff member provided.
- GST will be shown as an additional charge to you on our invoice. TSR's hourly rate includes payment of wages, superannuation, payroll tax and WorkCover. Hourly charges are subject to rises and falls that may impact from time to time.
- From the time our employees report to the Client for their duties they are under the care, control and supervision of the client for the duration of the assignment. In these circumstances, the Client agrees we will not be liable to the Client in respect of any damage, loss or injury of whatsoever nature or kind, however caused, whether by our negligence or the negligence of one of our workers, their servants or agents or otherwise, which may be suffered or incurred, whether directly or indirectly, in respect of the services provided under these conditions of the agreement.
- The Client agrees to provide and maintain plant and systems of work for TSR's staff that are so far as practicable, safe and without risks to their health. The Client will also provide such information, instruction, training and supervision to TSR's workers in the Client's control as is necessary to enable them to perform their work in a manner that is safe and without risks to their health. The Client also agrees to inform TSR of any injury sustained by a TSR worker as soon as is practicable and to provide copies of injury reports and accident investigations and to allow TSR's employees to conduct post-injury risk assessments in order to meet legislative requirements and for injury prevention purposes. For compliance and rehabilitation purposes, documentation must be forwarded to TSR within 48 hours of any incident or accident.