

Request to Book — Application & Booking Intake Form

Offices Today — Holbrook House, 3/48–50 Sugar Road, Maroochydore QLD 4558

This form is the Request referred to in the Terms of Use, clause 4. It applies to every first-time booking of any kind — a private office, a dedicated desk, a single hot desk day pass, or a boardroom session — since we personally review and approve every new person before they can access the building. Day pass, hot desk and boardroom requests only need Parts A, B, D and H. Once approved, you become a Verified Guest and don't need to complete this again for future bookings — see Terms of Use, clause 5.

Part A — What Are You Requesting?

- ☐ The Fairway - (Hot desk - Day pass) Course name: _____
- ☐ The Fairway - (Dedicated desk) Course name: _____
- ☐ Private office Course name: _____
- ☐ The Clubhouse Date: _____ Start time: _____ End time: _____
- ☐ Day/s Start date: _____ End date: _____
- ☐ Week/s Start date: _____ End date: _____
- ☐ Month/s Start date: _____ Term (3 / 6 / 12 months): _____

Part B — Applicant / Business Details

Full legal name	
Trading name (if different)	
ABN / ACN	
Business address	
Contact name	
Email	
Phone	

Part C — Regular Occupants

List anyone else who will regularly access the space and needs their own access credential (each also needs to complete Part D).

Name	
Role	
Name	
Role	

Part D — Identification (required for every applicant, including day passes)

Valid government-issued photo ID is required before we can approve your Request. See our Terms of Use and Privacy Policy for why we collect this and how it's used.

ID type (driver's licence / passport / proof of age)	
ID number	
Expiry date	
State/country of issue	

Additional occupants: please attach a copy of this Part D for each person, or provide details on a separate sheet.

Part E — Emergency Contact

Name	
Relationship	
Phone	

Part F — Optional Add-Ons (private office / dedicated desk only)

☐ Basement parking (\$50/wk +GST)

Vehicle registration plate	
Make, model & colour	

☐ Digital signage (\$50/wk +GST)

Business name for signage	
Tagline (if any)	
Logo file provided (Y/N)	

☐ Request to use Holbrook House as ASIC registered office / ABN address (subject to written consent)

Part G — Payment Details

For your reference only at this stage — you will not be charged until your Request is approved. Day pass, hot desk and boardroom bookings are paid by card, Apple Pay or Google Pay through our secure Stripe payment link — no need to select a method below.

Private office / dedicated desk applicants only — how would you like recurring fees billed?

- ☐ Card (on file)
- ☐ Direct debit (BECS)

Billing contact (if different from above)	
Billing email	

Part H — Acknowledgement & Signature

- ☐ I have read and agree to the Offices Today Terms of Use.
- ☐ I have read and agree to the Offices Today Privacy Policy.
- ☐ I have read and agree to the Offices Today House Rules.
- ☐ (Private office / dedicated desk applicants) I have read and agree to be bound by the Licence Agreement provided to me.

Signature	
Printed name	
Date	

Office use only

ID sighted/verified by	
Request approved (Y/N)	
Verified Guest status granted on	
Access activated on	
Licence Agreement signed (Y/N, if applicable)	