

## Training Room Hire Booking Form

**Purchase Order:** \_\_\_\_\_ **Organisation Name:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Expected Number of People:** \_\_\_\_\_

**Date/s Required:** From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_

**Please nominate the total time the room is required to be accessed, including setting up and packing up.**

**Time Required:** From: \_\_\_:\_\_\_ am / pm To: \_\_\_:\_\_\_ am / pm

### Important Information for the Booking Person to Note:

- **Please advise the user/trainer** of the "From and To" hours that have been booked for the session/s
- **ANY** changes to the time nominated for the training room; please contact Joy Barlow ASAP on (02) 6024 0400
- If training rooms are required outside of 8.30am-5.00pm a surcharge of \$40 per early/late opening will apply

### Preferred Room

### Preferred Layout (Please Tick)

<b>Training Room 1</b> <input type="checkbox"/> \$ 40.00 per hour <input type="checkbox"/> \$150.00 per day <input type="checkbox"/> Tea/Coffee	<ul style="list-style-type: none"> <li>▪ Ground Floor</li> <li>▪ Disabled Access</li> <li>▪ Capacity: 20 in U shape</li> </ul>	<input type="checkbox"/> U Shape <input type="checkbox"/> Other: _____
<b>Training Room 2</b> <input type="checkbox"/> \$ 30.00 per hour <input type="checkbox"/> \$120.00 per day <input type="checkbox"/> Tea/Coffee	<ul style="list-style-type: none"> <li>▪ First Floor</li> <li>▪ No Disabled Access</li> <li>▪ Capacity: 12 in U shape</li> </ul>	<input type="checkbox"/> U Shape <input type="checkbox"/> Other: _____
<b>Meeting Room</b> <input type="checkbox"/> \$20.00 per hour <input type="checkbox"/> \$110.00 per day	<ul style="list-style-type: none"> <li>▪ Ground Floor</li> <li>▪ Disabled Access</li> <li>▪ Capacity: 6-8</li> </ul>	
<i>All charges quoted include GST</i>		

### Standard Services

Continuous tea and instant coffee provided upon request with every booking for 3 hours or more.  
 Whiteboard and screen included in Training Rooms 1. Data projector included in Training Room 1.  
 Whiteboard & portable data projector included in Training Room 2.

### Payment Conditions & Cancellation Policy

- Cancellations less than 48 hours prior to the event will be charged 50% of the total fee.
- Cancellations less than 24 hours prior to the event may be charged 100% of the total fee.

I understand the cancellation policy & accept to be bound by the payment conditions as stated above.

Signed: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_