

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)

<p>Training Room 1</p> <input type="checkbox"/> \$ 40.00 per hour <input type="checkbox"/> \$200.00 per day <input type="checkbox"/> Tea/Coffee	<ul style="list-style-type: none"> ▪ Ground Floor ▪ Disabled Access – advise if needed ▪ Capacity: 55 theatre style 30 in U shape 	<input type="checkbox"/> U Shape <input type="checkbox"/> Theatre Style: Tables Y / N <input type="checkbox"/> Other: _____
<p>Training Room 2</p> <input type="checkbox"/> \$ 35.00 per hour <input type="checkbox"/> \$165.00 per day <input type="checkbox"/> Tea/Coffee	<ul style="list-style-type: none"> ▪ First Floor ▪ No Disabled Access ▪ Capacity: 22 theatre style 16 in U shape 	<input type="checkbox"/> U Shape <input type="checkbox"/> Theatre Style: Tables Y / N <input type="checkbox"/> Other: _____
<p>Board Room</p> <input type="checkbox"/> \$20.00 per hour <input type="checkbox"/> \$75.00 per day <input type="checkbox"/> Tea/Coffee	<ul style="list-style-type: none"> ▪ Ground Floor ▪ Capacity: 6-8 	
<p><i>All charges quoted include GST</i></p>		

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 & 2.
 Data projector included in Training Room 1. Please indicate if data projector required in Training Room 2.
 PLEASE INDICATE IF SOUND IS REQUIRED Yes/No

Additional Services

Catering is available from "Coffeé Niche" opposite the BEC.

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: ___/___/___