

**66-70 Coleman Street, Wagga Wagga**  
**Phone: (02) 6024 0400 Email: [dyeates@becadvice.com.au](mailto:dyeates@becadvice.com.au)**

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## 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

### **Please tick selection**

- Training Room 1** Capacity, 55 theatre style, 30 U shape \$250 a day
- during COVID- 19 restrictions only 20 attendees
- Training Room 2** Capacity, 10 theatre style, 10 U shape, \$110 a day
- during COVID- 19 restrictions only 6 attendees
- Business Support Room** Capacity 18 theatre style, 12 U shape, \$140 a day
- during COVID- 19 restrictions only 8 attendees
- Business Consult Room** Capacity 6 people, \$120 a day
- during COVID- 19 restrictions only 2 attendees
- Theatre style
- U Shape
- I understand that all participants must adhere to the 1.5m COVID-19 distance rules.

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### **Standard Services**

Whiteboard and screen included in training and Support rooms.  
Data projector available.

### **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: \_\_\_/\_\_\_/\_\_\_