

Enterprise House 3 Stanley Street Wodonga VIC 3690
Phone: (02) 6024 0400 Email: accounts@becadvice.com.au

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, 20 U shape \$200 a day (Ground Floor / Disabled Access)
- during COVID- 19 restrictions only 15 attendees
- Training Room 1** Capacity, 20 U shape \$80 per hour (Ground Floor / Disabled Access)
- during COVID- 19 restrictions only 15 attendees
- Training Room 2** Capacity, 12 U shape, \$160 a day (First Floor / No Disabled Access)
- during COVID- 19 restrictions only 8 attendees
- Training Room 2** Capacity, 12 U shape, \$60 per hour (First Floor / No Disabled Access)
- during COVID- 19 restrictions only 8 attendees
- Meeting Room** Capacity, 4-6, \$40 per hour (Ground Floor / Disabled Access)
- during COVID- 19 restrictions only 3 attendees
- Meeting Room** Capacity, 4-6, \$140 per day (Ground Floor / Disabled Access)
- during COVID- 19 restrictions only 3 attendees
- I understand that all participants must adhere to the 1.5m COVID-19 distance rules.

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: ____/____/____