



## TRAINING ROOM BOOKING FORM

**BOOKINGS ARE SUBJECT TO AVAILABILITY AND MUST BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO THE START DATE**

Company name:

Contact person:

Contact number:

Training/Conference Start Date :

Number of Days required :

Arrival time:

Departure time:

Number attending:

### FINANCIAL BILLING DETAILS

Company name:

Attention to:

Address:

Suburb/Town:

Postcode:

Phone:

Fax:

Email:

**TRAINING ROOMS AVAILABLE FOR HIRE (Please  region + day required)**

### STATE/CITY

<input type="checkbox"/> NSW (Newcastle) – room 1	<input type="checkbox"/> ½ day	<input type="checkbox"/> Full day
<input type="checkbox"/> NSW (Newcastle) – room 2	<input type="checkbox"/> ½ day	<input type="checkbox"/> Full day
<input type="checkbox"/> VIC (Melbourne)	<input type="checkbox"/> ½ day	<input type="checkbox"/> Full day
<input type="checkbox"/> QLD (Brisbane)	<input type="checkbox"/> ½ day	<input type="checkbox"/> Full day
<input type="checkbox"/> QLD (Townsville)	<input type="checkbox"/> ½ day	<input type="checkbox"/> Full day

### TRAINING ROOM HIRE COST PLUS INCLUSIONS

Cost of room hire	\$100 + GST (½ day) \$175 + GST (Full day)
Data Projector	\$nil
Whiteboard	\$nil
Tea/Coffee	\$nil
Other (specify)	\$on application

**ADDITIONAL REQUIREMENTS (Please ) Note: \$price supplied on application**

Catering       TV/DVD       Computer       Other (specify)

**Refund policy:** Please note that cancellations made less than 48hours before the start of the booking will incur an administration fee