

## TRAINING ROOM HIRE INFORMATION

- We have various sized rooms available, depending on your needs, all with adequate heating and ventilation.
- Our training rooms comfortably seat up to 30 people without tables, approx. 16 people with tables.
- Tea and coffee facilities are available in our kitchenette.
- The College is in close proximity to the Café Strip in North Hobart and Metro bus services.

<b>CHARGE</b> <i>(inclusive GST)</i>	<b>ITEMS DESCRIPTION</b>
\$100.00	Half a day (for up to 4 hours) <i>*50% surcharge applies for Saturday/Sunday hire</i>
\$190.00	Full day (over 4 hours) <i>*50% surcharge applies for Saturday/Sunday hire</i>
no charge	Tables and chairs
no charge	Whiteboard and markers
\$5.50 per table per day	Massage Tables
\$11.00 per day	Multimedia projector/ TV / DVD

- A deposit of \$50.00 is required on submission with the Booking Form.
- Payment methods:
  - EFTPOS, Cheque
  - Direct Deposit: Island Health College. BSB 017 010 Account 900854757



# TRAINING ROOM HIRE BOOKING FORM

**ALL FIELDS ON THIS PAGE ARE COMPULSORY**

## COMPANY / INDIVIDUAL RESPONSIBLE FOR THIS BOOKING

COMPANY NAME: \_\_\_\_\_

ABN NUMBER: \_\_\_\_\_

INDIVIDUAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POST CODE \_\_\_\_\_

## PERSON / COMPANY RESPONSIBLE FOR PAYMENT AS ABOVE

\_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## DATES REQUIRED FOR ROOM HIRE

DAY: \_\_\_\_\_ DATE: ..... / ..... / ..... HOURS: from ..... to .....

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DAY: \_\_\_\_\_ DATE: ..... / ..... / ..... HOURS: from ..... to .....

DAY: \_\_\_\_\_ DATE: ..... / ..... / ..... HOURS: from ..... to .....

## EQUIPMENT REQUIRED

TICK If required	CHARGE <i>(incl GST)</i>	ITEMS DESCRIPTION	QUANTITY	TOTAL \$
	\$100.00	Half day (for up to 4 hours) <i>*50% surcharge applies for Saturday/Sunday hire</i>		\$
	\$190.00	Full day (over 4 hours) <i>*50% surcharge applies for Saturday/Sunday hire</i>		\$
	no charge	Tables and chairs		\$
	no charge	Whiteboard and markers		\$
	\$11.00 per day	Multimedia projector/TV/DVD		
	\$5.50 per table per day	Massage Tables		\$
<b>OVERALL TOTAL</b>				<b>\$</b>

*(Please advise administration if you are providing your own massage tables or any other equipment for the purpose of room preparation).*

What will be the expected set up of the room(s)?

Chairs only                       Tables and chairs                       Massage tables

Approximate number of people: \_\_\_\_\_

I understand that the deposit of \$50.00 is *non-refundable* on cancellations made less than 7 days prior to booking.

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

**ADDITIONAL COMMENTS:**

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