



Training Room Booking Form

TRAINING ROOM BOOKING FORM

This form is to be completed by the Hirer

Company Name:

Contact Person:

Position:

Full Address:

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Telephone:

Mobile:

Email:

Period of Hire:

Number Attending:

Booking Prices and Options:

Basic Room Hire	\$130.00 Inc. per day
Internet Usage	\$120.00 for 2 TB per month
Computer Projector	\$ 27.50 Inc. per day

Photocopying Prices:

A4 B&W	\$ 0.10 Inc. per Sheet
A4 Colour	\$ 0.75 Inc. per Sheet
A3 B&W	\$ 0.20 Inc. per Sheet
A3 Colour	\$ 1.50 Inc. per Sheet

Tea/Coffee/Milk	\$ 2.00 per person/per day
Cleaning	\$ 50.00

Please provide details of the Nature of your business and Training Program:

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Terms and Conditions:

1. Room Hire will commence at 8am and finish at 5pm unless otherwise agreed.
2. Bookings must be made in advance and paid on the day unless previous arrangements have been made.
3. The hire fee includes the basic room hire and there will be a separate charge for tea, coffee, audio visual aids (see rates).
4. The hirer is responsible for all breakages incurred during the period of hire.
5. The hirer is responsible for ensuring that the premises are left clean and tidy with all crockery washed and put away and air conditioning and fans turned off. A cleaning fee will be charged if this is not done.
6. The hirer accepts responsibility for the security of all items of value on the premises during the period of hire.
7. Marine Rescue Hervey Bay reserves the right to decline any booking without a reason being given.

I _____ accept responsibility for the above booking and confirm that I have read and understand the booking conditions.

Signed Date