

ROOM BOOKING FORM

Date of Booking		Arrival Time		Departure Time	
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Organisation					
Contact Person				P.O. #	
Telephone				Email	

Room	TRAINING <input type="checkbox"/> CANTEEN <input type="checkbox"/> <i>(internal use only)</i>				
Room Layout	BOARD ROOM STYLE - Maximum seating capacity of 14				
Number of attendees*		Daily Room Hire Fee	\$150		

*Although free parking is available, it is shared with other visitors so please car pool where possible

Equipment Required	Cost	Required (Y/N)	Estimated Cost
Data Projector	Free		No Charge
Butchers Paper & Stand	Free		No Charge
Computer	Free		No Charge
LCD TV (free to air)	Free		No Charge
Electronic White Board	10c per printed sheet		\$
Conference Phone	\$20 per day plus call costs		\$
Internet Access	\$5 per day		\$
Photocopying	B/W – 7c, Colour - \$1.25 per copy	B/W C	\$

Catering	Estimated Cost
Tea & Coffee	No Charge
Catering total <i>(transfer from catering booking form)</i>	\$

Signature <i>(my signature confirms acceptance of this booking, costs and terms and conditions set out overleaf)</i>	TOTAL ESTIMATED COST

Payment Options			
<input type="checkbox"/> Credit Card	Credit Card No.		Expiry Date
	Name on Card		
	Signature of cardholder		
<input type="checkbox"/> Invoice	Send Invoice to		
<input type="checkbox"/> Cash on day			

Return completed form to Self Help Workplace Fax. 6343 0651 or email: catering@selfhelp.com.au

Thank you for choosing Self Help Workplace for your function

Office use only

Diary Entry	Online Calendar	Signage Completed	Services Advised for preparation/cleaning
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TERMS AND CONDITIONS OF HIRE:

Your hiring fee provides you with usage and access to:

- Restrooms
- Air-conditioning
- Tables
- Chairs
- Access to cold water
- Tea and coffee making facilities

Included equipment items

- Data projector
- Computer
- Butchers paper and pens
- LCD TV (Free to air)

You may also have opted to hire any or all of the following equipment:

- Electronic white board
- Conference phone
- Internet access

In the case of damage to any of the equipment, you will be notified of the damage and your credit card will be charged with the total amount of repairs or the replacement of the equipment if this is necessary.

OTHER CONDITIONS

As a condition of hiring this room you agree:

- i. Cancellations with less than 48 hours notice will incur a \$50 charge
- ii. "No Shows" without notice will incur full cost of room booking
- iii. To leave the room clean and tidy
- iv. Not to smoke in the room or courtyard at any time
- v. To report any damage that occurs, e.g. breakages of glasses, jugs, marks on walls etc. before leaving Self Help Workplace
- vi. To operate all equipment safely and in accordance with any instructions
- vii. To ensure that that all participants have signed into and out of the visitor's book at reception.
- viii. To comply with any instructions by Self Help Workplace staff
- ix. That all participants will keep to the public areas of Self Help Workplace (Self Help Workplace is a large industrial site. It is not appropriate for visitors to wander around the site unless they are accompanied by a Self Help Workplace staff member.) Tours can be arranged by appointment.
- x. Not to download anything from the internet that is offensive or illegal.
- xi. To treat all staff and employees of Self Help Workplace with respect at all times