BOOKING FORM

TRAINING ROOM HIRE

Personal Details

Company Name: _____

ABN No. _____ MBA Membership No. _____

Contact Name: _____

Contact Details: Ph: ( ) _____ Fax: ( ) _____

Email: _____

Postal Address: _____

Date/s Required: _____ Attendees: _____

Day Contact (if different from above): _____

Room Details

Time Required: ☐ Half Day - 8.00am - 12.00pm OR ☐ 12.30pm - 4:30pm

☐ Full Day - 8.00am - 4:30pm

☐ Evening - 5.00pm - 9.00pm

Room style: ☐ Classroom ☐ Boardroom ☐ Theatre

Equipment: ☐ TV/ Video ☐ Flip Charts

Catering: ☐ Option 1 ☐ Option 2 ☐ Option 3 ☐ Option 4 ☐ Other

* A 10% deposit must be paid at the time of the booking. Eftpos facilities are available if paying at reception.

Payment

Cost: Room Hire $ _____ Catering $ _____ Total Cost $ _____

☐ Cheque ☐ Direct Deposit ☐ Credit Card

☐ VISA ☐ Mastercard ☐ Bankcard

Card Holder's Name _____

Card Number __ __ __ __ - __ __ __ __ - __ __ __ __ - __ __ __ __

Expiry Date Card _____ Holder's Signature _____

Cheque:
Please make all cheques payable to MBA Group Training Ltd.

Direct Deposit:
BSB - 112 908
A/C No - 483698668
A/C Name - MBA Group Training Ltd

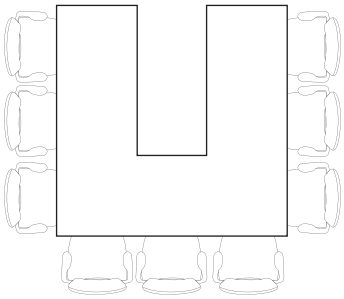
MASTER BUILDERS
GROUP TRAINING

MBA Group Training Ltd.
1 Iron Knob St, Fyshwick ACT 2609
PO Box 1211, Fyswick ACT 2609
Tel: (02) 6280 9119 **Fax:** (02) 6280 9118
Email: training@mba.org.au
Web: www.mba.org.au

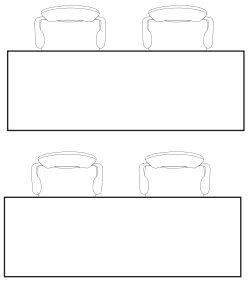
TRAINING ROOM INFORMATION

Room Hire Layout:

Theatre



Boardroom



Classroom

All rooms are equipped with the following:

- White board & markers
- Flip charts
- TV DVD/Video
- Projector & screen

Other Services:

Facsimile & Photocopier facilities are available at front reception

Room Rates

Room Number	Size	Capacity	Price Members	Price Non-members
Room 5A	7m x 7m	30 TS	1/2 Day - $240 + GST Full Day - $480 + GST Hourly - $60 + GST	1/2 Day - $280 + GST Full Day - $560 + GST
Room 5AB		60 TS	1/2 Day - $360 + GST Full Day - $720 + GST Hourly - $90 + GST	1/2 Day - $420 + GST Full Day - $840 + GST
IT Training	10m x 6.5m	22	1/2 Day - $850 + GST Full Day - $1,400 + GST	1/2 Day - $1,000 + GST Full Day - $1,650 + GST
Room 7 / 8	8m x 7m	24 CS	1/2 Day - $240 + GST Full Day - $480 + GST Hourly - $60 + GST	1/2 Day - $280 + GST Full Day - $560 + GST

Catering Options

Catering	Price (Weekdays)	Price (Saturday)
Option 1- Morning/Afternoon Tea - Tea & Coffee & biscuits	No Charge	No Charge
Option 2 - Morning/Afternoon Tea - Assorted pastries, slices & cakes	$5 pp (each session) + GST	$6.50 pp (each session) + GST
Option 3 - Gourmet Sandwich platter & juice	$10.50 pp + GST	$12.50 pp + GST
Option 4 - Gourmet sandwich platter, assorted cakes & pastries, fruit platter & juice	$15 pp + GST	$18.50 pp + GST

* Other catering options and dietary needs are available on request.

TERMS AND CONDITIONS

The applicant's signature on the room Hire Request Form constitutes agreement by the user to comply with the following conditions;

- Confirmation of room hire booking is subject to room availability, a signed Terms and Conditions, completed booking form and receipt of 10% deposit at time of booking.
- Full payment from non–members of the MBA must be received no less than 2 days prior to the room hire date.
- The room cannot be sublet and must be used for the purpose stated.
- Cancellations – 72 hours notice is required for any room cancellations. A cancellation fee of 50% plus catering will be charged after this time.
- Consumption of food must be in the designated area. Beverages however will be allowed in the training rooms except for Room 6 (IT training room).
- The training room will be left in a clean state
- The hirer shall be responsible for insuring all their own equipment brought onto the premises and for any damages/loss caused to MBA property or fixtures by any person, equipment or exhibits brought onto the premises by the customer.
- MBA Group Training encourages room hire clients to ensure the security of all personal belongings in the rooms hired. This will be the responsibility of the hirer
- Ensure that there is no smoking in the building
- To behave in an appropriate manner
- To adhere to OHS standards
- Confirmation of final numbers for catering purposes must be advised 2 days prior (this will be the minimum charge)
- No external catering is permitted
- MBA Group Training shall not be responsible for any loss or damage to any property arising out of a room hire or any injury sustained during the room hire from any cause whatsoever, or any loss due to any breakdown of machinery, failure of supply of electricity or telephone, leakage of water, flood. Fire, riot, government restriction or act of God which may cause the premises to be temporarily closed or the event cancelled.

I..... the hirer or on behalf of the hirer,
confirm the details above and agree to the Terms and conditions outlined above.

Signed ..... Date: .....

For any further information please do not hesitate to contact the MBA Group Training Limited.

Ph: (02) 6280 9119