



100-2H Leongatha Venue & Equipment Hire Form

Warragul Head Office, PO Box 249, Warragul, Leongatha Campus - Howard Street, Leongatha
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Contact Details:					
Organisation Name:					
Contact Person:			Phone:		Mobile:
Address:					
Town & P/C:					
Email:					
Booking Details					
Date/s		to		Start time:	Finish time:
Meeting/Event/Course Name:					
Venue prices as at 1 January 2018 and inclusive of GST.					
Classroom hire fees: \$150.00 per day or \$90.00 per half day, unless otherwise stipulated					
Room 1	Room 2	Room 5	Room 6 Computer Room \$180.00 per day, \$90.00 per ½ day		
Room 7	Room 8	Room 9 Computer Room \$200.00 per day, \$100.00 per ½ day			
Room 11	Room 12	Room 14 Open Lounge		Room 15 Art Room	
Meeting room 1 \$100.00 per day, \$65.00 per ½ day			Meeting room 2 \$100.00 per day, \$65.00 per ½ day		
Gym Classroom	Gym	Please tick:		Half day	Full day
Equipment Details - prices as at 1 January 2018 and inclusive of GST					
Data projector \$60.00					
\$100.00 Bond - refundable if no damage or theft					
Number of people attending:					
Tea & coffee (unlimited) at \$4.00 per person:					
Venue Hire: \$		Equipment Hire: \$		Total Cost: \$	

A penalty fee will be incurred if conditions of venue hire are not met. The hirer is responsible for any damage or loss of equipment and key/s.

I have read and agree to the conditions of Venue & Equipment hire for Community College Gippsland.

Signed: _____

Date: _____

FOR OFFICE USE: Paid cash/cheque/efpos (circle) **Invoiced**

on Account

DATE:

Staff Initials: