

## 100-2H Leongatha Venue & Equipment Hire Form

Warragul Head Office, PO Box 249, Warragul, Leongatha Campus - Howard Street, Leongatha  
 ABN 37 005 090 317 T: (03) 5662 6700 F: (03) 5662 4206 E: info@ccg.asn.au Web:www.ccg.asn.au

<b>Contact Details:</b>			
<b>Organisation Name:</b>			
<b>Contact Person:</b>		<b>Phone:</b>	<b>Mobile:</b>
<b>Address:</b>			
<b>Town &amp; P/C:</b>			
<b>Email:</b>			
<b>Booking Details:</b>			
<b>Date/s</b>	<b>to</b>	<b>Start time:</b>	<b>Finish time:</b>
<b>Meeting/Event/Course Name:</b>			
<b>Venue prices as at 1 January 2020 and inclusive of GST.</b>			
<b>Room hire fees: \$160.00 per day or \$100.00 per half day, unless otherwise stipulated</b>			
Meeting room 1 \$110.00 per day, \$75.00 per ½ day		Meeting room 2 \$110.00 per day, \$75.00 per ½ day	
<b>**Gym &amp; classroom prices on application</b>	Classroom	Gym	Gym classroom
<b>Please tick:</b>	<input type="checkbox"/> Full day	<input type="checkbox"/> Half day	
<b>Equipment Details - prices as at 1 January 2020 and inclusive of GST</b>			
Data projector \$60.00			
\$100.00 Bond - refundable if no damage or theft			
Number of people attending:			
Tea & coffee (unlimited) at \$5.00 per person:			
<b>Venue Hire: \$</b>	<b>Equipment Hire: \$</b>	<b>Total Cost: \$</b>	

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: