

## 100-2C Warragul Venue & Equipment Hire Form

Warragul Head Office, 71 Korumburra - Warragul Road, PO Box 249, Warragul

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<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 2019 and inclusive of GST.</b>				
<b>Classroom hire fees: \$155.00 per day or \$95.00 per half day, unless otherwise stipulated</b>				
Room 1 (Cap 60)	Room 2 (8 PC) \$185.00 per day, \$95.00 per ½ day		Room 3 (Cap 10)	
Room 5 (Cap 20)	Room 6 (Cap 25)	Room 7 (Cap 25)	Room 10 (Cap 15)	
Dining Room & Amenities Kitchen (Cap 60) \$225.00 per day, \$115.00 per half day				
Room 11 (10 PC) \$175.00 per day, \$90.00 per ½ day		Room 12 (Cap 15)	Room 15 (Cap 20)	
Room 17 (Cap 15)	Room 18 (Cap 20)	<b>Please tick:</b>	<b>Half day</b>	<b>Full day</b>
Note: Room 6 & 7 can be combined to fit 50 people				
<b>Equipment Details - prices as at 1 January 2019 and inclusive of GST</b>				
Data projector \$60.00				
\$100.00 Bond - refundable if no damage or theft to any component of the equipment				
Number of people attending:				
Tea & coffee (unlimited) at \$4.00 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: