

## 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 2020 and inclusive of GST.</b>			
<b>Classroom hire fees: \$160.00 per day or \$100.00 per half day, unless otherwise stipulated</b>			
Room 1 (Cap 60)	Room 3 (Cap 10)	Room 6 (Cap 25)	Room 7 (Cap 25)
Dining Room & Amenities Kitchen (Cap 60) \$250.00 per day, \$150.00 per half day			
<b>Please tick:</b>	<b>Full day</b>	<b>Half day</b>	
<b>Note: Room 6 &amp; 7 can be combined to fit 80 people</b>			
<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 to any component of the equipment			
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**

**Paid** cash/cheque/efpos (circle) **Invoiced** DATE:

Staff Initials: