

Booking Form – Training Room Hire

Contact Name		
Company Name		
Address		
Telephone Number		
E-mail Address		
Date of booking		
Number of days in total		
Number of participants		
Start Time Finish Time		
Additional requirements		
Do you require catering	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please select the training room of your choice and indicate the hire option (half day/full day/hourly)

- » Full day 8:00am to 4:30pm
- » Half day (four-hour block)
- » Hourly rate applies outside of Trainwest operational hours

Training room	Size	Max numbers	Hire option	
Training room 1	65 sqm	14	<input type="checkbox"/> Half day \$300	<input type="checkbox"/> Full day \$400
Training room 2	63 sqm	16	<input type="checkbox"/> Half day \$280	<input type="checkbox"/> Full day \$350
Training room 3	62 sqm	16	<input type="checkbox"/> Half day \$280	<input type="checkbox"/> Full day \$350
Theatre room	125 sqm	30	<input type="checkbox"/> Half Day \$500	<input type="checkbox"/> Full Day \$950
Board room	35 sqm	10	\$50 per hour	
Booking outside of office hours	\$50 per hour or part of			
Weekend rate	Double the hire option rate			
Catering per person	\$25 includes morning and afternoon tea / coffee plus lunch			



Terms and Conditions

- » 50% deposit is required at time of booking. Full payment is required prior to hire date.
- » Confirmation of the booking will be sent together with an invoice upon receipt of the Booking Form.
- » Parking information will be provided to you at confirmation of your booking. Please ensure that all participants are communicated with to park across from the Trainwest building. Trainwest will allocate one parking bay at the building for the facilitator.
- » The Trainwest training centre is open from 8am to 4.30pm each day. Bookings outside these hours must have prior approval from Trainwest.
- » The hirer will receive a facilities guide and checklist with booking confirmation
- » A list of all attendees is required to be sent to Trainwest prior to booking confirmation for security purposes. All attendees / visitors must sign in and out of the Visitors Book each day for security purposes
- » Cancellations must be made within five working days. Cancellations made with less than five working days' notice will incur a 50% cancellation fee.
- » Final numbers of participants must be provided for catering purposes no later than 3 days prior to the booking (if applicable)
- » All bookings are subject to approval.
- » Trainwest reserve the right to refuse admission and to amend bookings at any time.
- » It is the responsibility of the hirer to ensure all Trainwest property remains on the premises, the cost for any damage incurred is the responsibility of the hirer.
- » Trainwest must not be held responsible for any loss or damage to any property or any injury sustained during hiring of the facilities, arising from any cause whatsoever, or for any loss due to any breakdown of machinery, failure of supply of electricity or telephone, internet, leakage of water, flood, fire, riot, government restriction or act of God which may cause the premises to be temporarily closed or a function interrupted.

Additional comments:

I confirm I have read and accept all terms and conditions

Name:		Company Name:	
Position:		Contact number:	
Signature:		Date:	