



NHT HUB - TRAINING ROOM BOOKING SHEET

Name of Organisation:

Contact's Name:

Email:

Phone Number/s:

(t)

(m)

Preferred Date/s:

Room available Tuesdays and Wednesdays 9am to 4pm and Fridays 9am to 12 noon. Other times may be arranged by negotiation.

Preferred Time:

Type of Use/Activity:

Number of Attendees:

Requirements:

Data Projector/Smart Screen

Yes

No

Urn & Tea/Coffee Cups etc.

Yes

No

Please note that all catering consumables must be supplied by you.

Other Requirements:
(by negotiation)

Room Layout Options:

Theatre - no tables - 30 people

Yes

No

Classroom - tables in rows - 24 people

Yes

No

Board - 1 large square table - 24 people

Yes

No

Groups - 4 tables - 6 people per table

Yes

No

Conditions of use:

The Hirer agrees to the following:

1. To be respectful of the comfort and convenience of other building users.
2. Hold meeting within the agreed times
3. Where audio-visual equipment is supplied the Hub Manager requires that the operator must be competent in the use of the equipment.
4. The room and kitchen/amenities must be left in a clean and tidy condition. All rubbish must be placed in the bins provided. Dirty dishes to be placed in dishwasher.
5. Notice of cancellations to be provided 48 hours prior to booking time to qualify for refund.
6. Payment within seven (7) days of booked date.

Fee Schedule for Training Room Hire:

Type of Hire	Houses	Friends of NHT (GST INC.)	Other Organisations (GST INC.)
Room only per day	Free	\$110.00	\$220.00

- Booking fees for half days are 50% of the above (booking times before or after 12 noon).
- The above hire fees are GST inclusive.
- These fees include use of the room/s, power, air conditioning, cleaning, furniture and use of associated common areas such as toilets (note we have an Accessible Toilet).
- These fees do not include use of facilities such as photocopier, video conferencing, and specialist equipment.

Room Hire includes:

- WIFI Access • Use of Kitchen Facilities • Limited on-site parking

Please advise if payment is by way of invoice or EFT: _____

Billing details will be confirmed when your booking is accepted.

Type of Hire: _____ **Total Fee: \$**

Signature of Applicant / Authorised Person

_____ **Print Name**

_____ **Signature**

_____ **Date**

For more information please call **Erin** on **6228 6515** or email nht@nht.org.au