



NHT HUB - TRAINING ROOM BOOKING SHEET

Name of Organisation:

Contact's Name:

Email:

Phone Number/s:

(t)

(m)

Preferred Date/s:

Room available Tuesday to Friday 9:00 to 4:00. 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 - 18 people Yes No

Classroom - tables in rows - 18 people Yes No

Board - 1 large table - 18 people Yes No

Groups - 4 tables – 4 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 as soon as possible or, at least 48 hours prior to booked time.
6. Payment within seven (7) days of booked date.

Fee Schedule for Training Room Hire:

Type of Hire	Houses	Other Organisations
Room only - full day	Free	\$70
Room only - half day (3 hrs or less)	Free	\$35

Please note, as of January 2022 the prices will be going up to \$100 and \$50.

- 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

An invoice will be sent to you after the date of your room booking.

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

Signature of Applicant / Authorised Person

_____ **Print Name**

_____ **Signature**

_____ **Date**

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