

REQUEST FOR TRAINING ROOM HIRE

Name: _____

Company: _____

Postal Address: _____

Contact numbers: Ph: _____ Fax: _____

Email: _____

A.B.N. _____

Purpose of Venue Hire _____

(If for training purposes, please state course title)

Building F - Kelyn Training Services
Welshpool Business Enterprise Centre
33 – 37 Murray Road South
WELSHPOOL WA 6106

Venue Details Unit 1

- 100^{2m}
- Will seat 30 student style (with desks)
- Will seat 45 lecture style (chairs only)
-

Venue Details Unit 4

- 40^{2m}
- Will Seat 15 student style
- Internet access (facilitator use only)

Both training rooms are equipped with:

- Padded chairs with arm rests
- Reverse cycle air-conditioning
- Roof mounted data projector
- Presentation tables

Kelyn Training Services also has available:

- Full kitchen facilities
- Shower facilities
- Ample free parking

Prices quoted as at 9 May 2011 and are subject to change without notice

DATE/S REQUIRED: _____

WHICH ROOM WOULD YOU PREFER? _____
(subject to availability)

VENUE HIRE COSTS – EITHER UNIT 1 OR 4

Monday – Friday 8:30am – 4:30pm

1 – 4 hours @ \$40 per hour + GST
Full day @ \$150 per day + GST 8:30am – 4:30pm

EQUIPMENT AVAILABLE/REQUIRED

(please tick as required)

| | | |
|-------------|--------------------------|-----------------------|
| Screen | <input type="checkbox"/> | No charge |
| Whiteboard | <input type="checkbox"/> | No charge |
| Multi Media | <input type="checkbox"/> | @ \$40 per hour + GST |

Expected number of participants? _____

How would you like the seating arranged? _____

Catering per Day

KTS supplied for continual refreshments @ \$7.00 per person + GST

- Inclusive of tea, coffee, milk (F/C and H/L), biscuits and soup

Catered Morning tea @ \$8.00 per person + GST
Catered Afternoon tea @ \$8.00 per person + GST
Catered Lunch @ \$17.00 per person + GST

* Catering costs are subject to change without prior notice.

Do you require catering?

What are your catering requirements?

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