



Training Room Booking Form

- Hire Prices:** Half day: \$110.00 Full Day: \$132.00
Computer Hire: Half day: \$22.00 Full Day: \$33.00
 2 Day: \$55.00 (Prices per computer)
Data Projector Hire: \$33.00 per day

Name of Organisation (who are we billing?):

Contact Name:

Ph: Fax:

Email:

Address:

Booking Date/s: Est./Max. Attendees:

Arrival & Departure Time/s:.....am topm (please fill in approximate time)

Set Up Style (theatre, U, boardroom, etc. – attach diagram if required):

.....

Attach proof of Public Liability Insurance Policy

PAYMENT METHOD: Cheque / Direct Deposit / Credit Card

Direct Deposit to: Albany Enterprise Group, Inc. **BSB: 633-000 A/c No.: 134093111**

Receipt No.:

Ref:

Please use 'ConfHire' and booking date as the reference when paying with direct deposit (ie. ConfHire130907)

If paying by credit card, please complete: Visa / MasterCard (please circle)

Credit card number:..... EXP:...../..... CCV (last three digits on the back).....

Name on card..... Signature:

CANCELLATION POLICY

PLEASE GIVE FIVE WORKING DAYS NOTICE FOR CANCELLATIONS. 50% OF THE ORIGINAL FEE WILL APPLY IF LESS THAN FIVE WORKING DAYS NOTICE IS GIVEN AND FAILURE TO PROVIDE ANY NOTICE WILL ATTRACT 100% OF THE FEE.

**Please Return form to: FAX: (08) 9841 8197 EMAIL: admin@sbcgs.com.au
or Albany Business Centre, 222 Chester Pass Road, Albany WA 6330**