

PART 1 Company Details

Date:

Company			
Contact		Position	
Street Address			
Postal Address			
Telephone Number		Fax Number	
Email Address			
Purchase Order No.		Mobile Number	

PART 2 Hire Details (Normal hours of operation 8.00am to 5.00pm)

Training Room Rate/s	Training Room 1 max of 25 people theatre style max of 16 people classroom style max of 12 people u-shape	\$220.00 Full Day \$165.00 Half Day ** \$33.00 per hour outside of hours	
	Training Room 2 max of 16 people theatre style max of 12 people classroom style max of 8 people u-shape	\$180.00 Full Day \$125.00 Half Day ** \$33.00 per hour outside of hours	
	Computer Training Set-up for 8 people Set-up for 12 people Set-up for 16 people ** Projector included in Room Hire ** Laptop for Trainer (additional)	\$400.00 Full Day / \$350.00 Half Day \$500.00 Full Day / \$400.00 Half Day \$600.00 Full Day / \$500.00 Half Day ** \$55.00 Full Day / Half Day	
Hire Start Date		Hire Finish Date	
Start Time of Hire		Finish Time of Hire	
Name of trainer/s		Trainers Mobile No.	
Will Trainer require Laptop?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:		
No. of participants			
Door sign to read			
Internet	Yes <input type="checkbox"/> No <input type="checkbox"/> What will your approximate download be: ** Additional Fees Apply (see Part 4)		
Data Projector	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:		
White Board	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:		
Will you be bringing your own software?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:		
Do you require us to install software for you?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details: ** Additional Fees Apply (see Part 5)		
Is there anything else you require? (Eg: Access or Equity, other special needs)			

PART 3 Catering

Morning and Afternoon Teas	selection of Homemade cakes & biscuits	\$8.50 per person
Tea and Coffee	Tea and Coffee all day	\$22.00 per day (all inclusive)
Lunch Options	**Please see Catering Menu attached for selections.	Prices depend on selection
Morning Tea / Afternoon Tea	How many?	What time?
Lunch	How many?	What time?

Does anyone attending have any special dietary requirements? If so please explain the special dietary requirements:

PART 8 Conditions of Hire of Facilities and / or Equipment

The following conditions apply to all equipment, facilities and property of Dedicated Training & Consulting Group:

1. The hirer and / or their agent agree to reimburse Dedicated for any costs incurred for the repair or replacement for any damage caused to facilities, equipment or furniture.
2. Premises must be left in the condition in which it was found. Failure to leave premises in a satisfactory condition will necessitate additional charges for cleaning at a rate of \$27.50 / hour (including GST).
NOTE – penalty rates will apply for weekends and public holidays.
3. The facilities shall only be used for the purpose's which they are approved. Failure to comply with this condition may result in future applications being refused, as well as the immediate withdrawal of the current approval.
4. No electrical equipment other than that approved by Dedicated Training is to be connected to any circuit without prior written approval. All relevant equipment must be tagged and tested with a current test-tag attached.
5. No fixed item of furniture, fitting and equipment may be moved from its fixed position without prior approval. Any unfixed item of furniture, fitting and equipment moved by the hirer and / or its agent must be returned to its original position.
6. The hirer and / or its agent shall ensure that all exit doors are freely accessible for emergency use at all times.
7. No food or drink shall be brought in or consumed at anytime in the Training Rooms except water. In the instance of computer hire no food or drink at all.
8. This is a non smoking premises therefore as a condition of hire, smoking is not allowed. If you wish to smoke you may do so out the front so long as cigarette butts are disposed of correctly.
9. No animals (Seeing Eye dogs are accepted), corrosive or dangerous material of any kind shall be taken into any part of the premises without prior written approval.
10. No fittings, display material and equipment of any kind shall be fixed temporarily or permanently to the walls, ceilings or floor of the premises, or to any furniture and equipment within the premises without prior approval.
11. The hirer and / or its agents may operate only electrical power, lighting and audiovisual controls that are within the hired facility.
12. In the event of any problems in relation to the use Dedicated Training's facilities, the hirer and / or its agent should contact the office on (07) 4030 1111 during office hours or mobile 0407 314 091 after hours.

PART 9 Cancellations / Refund Policy

In the event of cancellation, a minimum of forty-eight (48) hours notice is required, in which a refund of monies paid will be awarded less 25% for administration. If less than forty-eight (48) hours notice is given then a refund of monies paid will be awarded less 50% to cover administration and any other incurred costs. No refund will be awarded for non-attendance on the day, however in the case of extenuating circumstances a full refund may be given, less 25% for administration charges, at management's discretion.