

Please complete the form below, sign and fax to **07 3510 8050** or email to **roomhire@axiomcollege.com.au**. A tax invoice and confirmation will be forwarded to you within 48 hours. Please contact us on **07 3510 8000** if you do not receive a response.



Company name:.....Purchase order no:.....
 Postal/Business Address:.....Suburb:.....Post code.....
 Booking contact:.....Phone:.....
 Mobile:..... Email:.....
 Signature:.....
 Title of your Training Event: (for signage):.....

Booking Details	Timing schedule
Room Hire dates:.....	Start time:.....
Number of attendees:.....	Morning tea break:.....
Contact at the event:.....	Lunch break:.....
Contact mobile:.....	Afternoon tea break:.....
Arrival time of Instructor/Contact:.....	Finish time:.....
	<small>*See room rates and terms and conditions as extra fees may apply to bookings outside of 8am-5pm</small>

Training, Meeting and Conference Rooms - All prices ex GST			
Room:	Boardroom <input type="checkbox"/>	Room 2 <input type="checkbox"/>	Room 3 <input type="checkbox"/>
Capacity:	10	20	20
Full Day:	\$450	\$495	\$495
Half Day (up to 4 hours):	\$350	\$395	\$395
Weekend/Evening:	\$550	\$575	\$575
Room Setups Available: <small>Bold indicates default setup</small>	Boardroom Only	<input type="checkbox"/> U Shape <input type="checkbox"/> Boardroom <input type="checkbox"/> Theater <input type="checkbox"/> Classroom	<input type="checkbox"/> U Shape <input type="checkbox"/> Boardroom <input type="checkbox"/> Theater <input type="checkbox"/> Classroom
Extra Equipment:	<input type="checkbox"/> Flip Chart- \$25 per day <small>(Includes stand and one flip chart Pad)</small> <input type="checkbox"/> Extra Flip Charts - \$10 per pad <small>Please specify No. Required _____</small>	<input type="checkbox"/> TV with VCR/DVD - \$50 per day	<input type="checkbox"/> Tripod White Board - \$25 per day
<small>All of our training rooms include a whiteboard, markers, data projector and screen as well as complimentary water and glasses per person.</small>			

Computer Rooms - All prices ex GST				
Room:	Room 1 <input type="checkbox"/>	Room 8 <input type="checkbox"/>	Room 9 <input type="checkbox"/>	Room 11 <input type="checkbox"/>
Capacity:	12	10	20	12
Full Day:	\$795	\$795	\$795	\$795
Half Day (up to 4 hours):	\$595	\$595	\$595	\$595
Weekend/Evening:	\$875	\$875	\$875	\$875
Specifications:	Pentium 4 3.0GHZ 1GB RAM, 40GB HDD 19" LCD Monitors	Pentium 4 3.2GHZ 1GB RAM 40GB HDD 17" LCD Monitors	Pentium 4 3.0 GHZ 1GB RAM 40GB HDD 17" LCD Monitors	Pentium 4 3.2GHZ 1GB RAM 40GB HDD 17" LCD Monitors
Software Installed (SOE):	Windows 7 Office 2007 MYOB	Windows 7 Office 2007 MYOB Adobe Creative Suite Macromedia Suite	Windows 7 Office 2007 MYOB	Windows 7 Office 2007 MYOB Adobe Creative Suite Macromedia Suite
<small>All Rooms have: Java, ActiveX, Flash Player, iTunes. Other freeware can be installed if requested below.</small>				
Extra Requirements:	Do you require any of the following: <input type="checkbox"/> High Speed Internet <input type="checkbox"/> Virtual Classroom <small>(software to be provided by you)</small> <input type="checkbox"/> Software to be installed outside of our SOE <small>(software to be provided by you)</small>			
	<input type="checkbox"/> Company Specific Software <small>(software to be provided by you)</small> <input type="checkbox"/> Freeware to be installed outside of our SOE <small>Please specify _____</small> <input type="checkbox"/> Other please specify _____			

To ensure a successful day, software that you are providing must be installed at least 3 working days prior to the event. This is to ensure installation of your software is successful. IT assistance can be provided, however unless requested it is assumed you take all responsibility for the installation of your software.

ROOM TOTAL:	\$ _____ Ex GST
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Axiom Catering - All Prices Ex GST				
Date:	Morning Tea packages	Classic Lunch packages	Gourmet Lunch packages	Afternoon Tea packages
Packages Available: Please refer to menu packages brochure for content	<input type="checkbox"/> A -\$7 Per Person <input type="checkbox"/> B -\$10 Per Person <input type="checkbox"/> C -\$6 Per Person <input type="checkbox"/> D -Other	<input type="checkbox"/> A -\$15 Per Person <input type="checkbox"/> B -\$14 Per Person <input type="checkbox"/> C -\$14 Per Person <input type="checkbox"/> D -Other	<input type="checkbox"/> A -\$16 Per Person <input type="checkbox"/> B -\$17 Per Person <input type="checkbox"/> C -Special of the Day <input type="checkbox"/> D -Other	<input type="checkbox"/> A -\$10 Per Person <input type="checkbox"/> B -\$7 Per Person <input type="checkbox"/> C -\$6 Per Person <input type="checkbox"/> D -Other
Numbers for catering:				
Special dietary requirements:				
Options:		Jugs of cold refreshing orange juice are available for an extra cost. \$10 per jug. Please specify how many_____	Jugs of cold refreshing orange juice are available for an extra cost. \$10 per jug. Please specify how many_____	
Total of each package:				

*If you are hiring a room for more than one day and would like to have a different catering package each day please indicate date above and submit separate pages for each day. Otherwise it will be assumed the catering package selected above applies to all dates in your booking.

External Catering: Please indicate if you will providing your own catering	<input type="checkbox"/> We will provide our own catering <input type="checkbox"/> We will require Axiom to store, set up and clean external catering - Charged at \$3 per participant. Cost: \$_____ <input type="checkbox"/> We understand if the option above is not selected we will be responsible for all storage, setup and cleaning of any catering provided by us
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CATERING TOTAL:	\$_____ EX GST
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TOTAL COST	
Room Total:	
Catering Total:	
GST:	
TOTAL COST:	

Payment Details	
Card Type:	<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Amex* <input type="checkbox"/> Diners*
Credit Card No:	
Expiry: /	Name on Card:
Signature:	

For your booking to be confirmed you must sign below:

*A 3% surcharge applies to Amex & Diners Cards

I, _____ Company name _____ the hirer, or on behalf of the hirer, confirm the details in this booking form are complete and correct at the date of signing and agree to abide by the terms, conditions and fees outlined below

Signed _____ Date _____

ROOM HIRE - TERMS & CONDITIONS

Room Hire Confirmation

Confirmation of room hire booking is subject to room availability, receipt of a signed booking form and receipt of 50% deposit or full payment. The booking form will contain all details and be the final confirmation document indicating room hire dates, participant numbers, client contact details, rooms required, equipment required and catering needs.

Payment

A 50% deposit is required to secure your booking with full payment to be received within 7 days of the room hire date.

Conditions

- The room cannot be sub-let and must be used for the purpose stated.
- Standard Room rates are based on the following times includes initial set up:
 Full Day (Between 8am-5pm) any full day room hire that goes outside of these times will incur a \$100 + GST per hour fee (Charged in hour blocks)
 Half Day (Up to 4 hours between 8am-5pm) any half day room hire that goes over 4 hours will incur a \$100 + GST per hour fee (Charged in hour blocks)
 Evenings (Up to 3 hours between 5pm-10pm) any evening room hire that goes over 3 hours or outside of the standard times will incur a \$150 + GST per hour fee (Charged in hour blocks)
 Weekends (Times to be negotiated) Once time of hire is agreed upon and a signed booking form is received any weekend room hire that goes over the negotiated time will incur a \$150 + GST per our fee (Charged in hour blocks)
- Any extra room set-up changes or additions requested on the day of a room hire will incur a \$50 +GST set up fee.
- All persons hiring the premises must comply with relevant and current Queensland legislation, for example Occupational Health & Safety and Child Protection Legislation.
- Axiom College is a non smoking environment. The consumption of food and beverages in our computer rooms, is prohibited.
 A \$100 + GST cleaning fee will apply should food or beverage cause damage to room furnishings.
- Any working papers, posters etc may only be attached in a manner that will not cause damage to the walls.
- The hirer shall be responsible for insuring all their own equipment brought onto the premises and for any damage/loss caused to Axiom property or fixtures by any person, equipment or exhibits brought onto the premises by the customer. All electrical equipment provided by the hirer must be tested and tagged by a qualified electrician before it can be utilised in our training rooms.
- Axiom College encourages room hire clients to ensure the security of all personal belongings in the rooms hired. This will be the responsibility of the hirer.
- If external caterers are used, all booking of catering services is the responsibility of the organiser.
- Axiom shall not be responsible for any loss or damage to any property arising out of holding a function/room hire or any injury sustained during the holding of an event arising from any cause whatsoever, or for any loss due to any breakdown of machinery, Internet Service Provider failure, failure of supply of electricity or telephone, leakage of water, flood, fire, riot, government restriction or act of God which may cause the premises to be temporarily closed or the event interrupted.

Room Hire Cancellations

If cancellation occurs after your booking has been confirmed, the following charges will apply. Any cancellations received outside of Axiom's hours of 8am-5pm will be counted as the next working day.

- Up to 14 days prior - 25% of total room hire cost + GST
- Up to 7 days prior - 50% of total room hire cost + GST
- Up to 5 days prior - 75% of total room hire cost + GST
- 48 Hours or less - 100% of total room hire cost + GST

menu packages



Simply choose 'package A, B or C' and specify any dietary requirements when booking your room hire. Cold drinks are served complimentary with any lunch package option. Tea and coffee is available throughout the day free of charge. All prices are plus GST.

>>> morning tea

- PACKAGE A** **\$7 per person**
Assorted muffins/danishes or crossiants
- PACKAGE B** **\$10 per person**
Fruit Platter
Seasonal fresh fruit cut into bite size portions
- PACKAGE C** **\$6 per person**
Scones with jam and cream
Freshly baked scones served with cream and jam

>>> classic lunch

- PACKAGE A** **\$15 per person**
Assorted wraps or paninni
Includes a variety of Italian, chicken pesto, turkey, spanish, vegetarian
- PACKAGE B** **\$14 per person**
Assorted sandwiches
A generous 1.5 serving, these assorted sandwiches will include a variety of fillings
- PACKAGE C** **\$14 per person**
Fresh Salad
A generous serving of fresh salad with a choice from chicken ceasar, greek or garden

>>> gourmet lunch

- PACKAGE A** **\$16 per person**
Chicken Curry & rice - gluten free (min order of 6)
A fragrant curry chicken served with steamed rice
- PACKAGE B** **\$17 per person**
Beef lasagne (min order of 6)
Hearty homemade beef lasange
- PACKAGE C** **from \$15 per person**
Axiom Special of the day (changes regularly)
Please call for options and pricing

>>> afternoon tea

- PACKAGE A** **\$10 per person**
Mini Baguette and Savoury treat
Enjoy a Mini baguette with ham, cheese & tomato, plus your choice of a risotto ball, pork and prawn wonton or a crumbed camembert
- PACKAGE B** **\$7 per person**
Home made chocolate brownies
Traditional chocolate brownies with macadamia nuts
- PACKAGE C** **\$6 per person**
Home made muffins and cakes
An assorted array of muffins and fresh cake slices