

Please complete the form below and return to roomhire@axiomcollege.com.au or fax to **07 3510 8050**. A tax invoice and confirmation will be forwarded to you within 48 hours. Please contact us on **1800 114 419** if you do not receive a response.



Company Name _____ Purchase Order Number _____
 Postal/Business Address _____ Suburb _____ Post Code _____
 Booking contact _____ Phone _____
 Email _____
 Title of your Training Event _____

booking details

Room hire dates _____
 Number of attendees _____
 Contact at the event _____
 Contact mobile _____
 Arrival time of organiser _____

timing schedule

Start time _____
 Morning tea break _____
 Lunch break _____
 Afternoon tea break _____
 Finish time* _____

*Extra fees may apply to bookings outside of 8.30am-5pm

training, meeting & conference rooms

All of our training rooms include a whiteboard, data projector or LCD screen as well as complimentary water per person.

ROOM	<input type="checkbox"/> EARTH ROOM primary	<input type="checkbox"/> NEPTUNE ROOM
	up to 18	up to 18
CAPACITY		
FULL DAY	<input type="checkbox"/> \$545	<input type="checkbox"/> \$545
HALF DAY	<input type="checkbox"/> \$435	<input type="checkbox"/> \$435
AFTER HOURS	<input type="checkbox"/> \$650	<input type="checkbox"/> \$650
ROOM SETUP	<input type="checkbox"/> Board room <input type="checkbox"/> Theater	<input type="checkbox"/> Classroom <input type="checkbox"/> Theater
	<input type="checkbox"/> 11 layout <input type="checkbox"/> Classroom	<input type="checkbox"/> 11 layout <input type="checkbox"/> Board room
OPTIONS	<input type="checkbox"/> Flip Chart \$25 per day qty____ (\$10 for additional) <input type="checkbox"/> Tripod White Board \$25 per day <input type="checkbox"/> TV/VCR \$25 per day	

computer rooms

ROOM	<input type="checkbox"/> NEPTUNE ROOM primary	<input type="checkbox"/> EARTH ROOM
	18	10
CAPACITY		
FULL DAY	<input type="checkbox"/> \$875	<input type="checkbox"/> \$875
HALF DAY	<input type="checkbox"/> \$655	<input type="checkbox"/> \$655
AFTER HOURS	<input type="checkbox"/> \$965	<input type="checkbox"/> \$965
ROOM SETUP	<input type="checkbox"/> Classroom <input type="checkbox"/> Board room setup req.	Board room only
SPECS	LAPTOP, Pentium 4, 1 GB RAM, 15 inch screens	LAPTOP, Pentium 4, 1 GB RAM, 15 inch screens
SOFTWARE	Windows, Office 2010, MYOB	
OPTIONS	<input type="checkbox"/> Internet Access <input type="checkbox"/> Software setup* <input type="checkbox"/> Other _____	

*To ensure a successful day, software that you are providing must be installed at least 3 working days prior to the event. Loading of the software must be undertaken by your staff and is the responsibility of the hirer.

room total | \$ _____

axiom catering | includes gst

Refer to following page for menu. If you would like different catering for each day, please indicate on form, and submit separate pages for each day.

PACKAGES AVAILABLE ATTENDEES	Morning Tea Packages <input type="checkbox"/> A \$7 pp <input type="checkbox"/> C \$6 pp <input type="checkbox"/> B \$10 pp <input type="checkbox"/> D Other for _____	Classic Lunch Packages <input type="checkbox"/> A \$15 pp <input type="checkbox"/> C \$14 pp <input type="checkbox"/> B \$14 pp <input type="checkbox"/> D Other for _____	Gourmet Lunch Packages <input type="checkbox"/> A \$16 pp <input type="checkbox"/> C \$15 pp <input type="checkbox"/> B \$17 pp <input type="checkbox"/> D Other for _____	Afternoon Tea Packages <input type="checkbox"/> A \$10 pp <input type="checkbox"/> C \$6 pp <input type="checkbox"/> B \$7 pp <input type="checkbox"/> D Other for _____
	OPTIONS <input type="checkbox"/> Orange Juice \$10 per jug (serves approx. 2-3 people). Quantity: _____ Dietary requirements? _____			
EXTERNAL CATERING OPTIONS	<input type="checkbox"/> We won't be requiring catering <input type="checkbox"/> We will provide our own catering, and will be responsible for any storage, setup and cleaning. <input type="checkbox"/> We will require Axiom College to store, set up and clean any catering organised. I understand I will be charged \$3 per person per day.			

catering total | \$

summarised total cost

Room total _____
 Catering total _____

payment details

Card Type Mastercard AMEX (3% surcharge)
 Visa Diners (3% surcharge)
 Number _____
 Expiry (M/YEAR) _____
 Name on card _____

TOTAL COST \$

For your booking to be confirmed you must sign below

I _____ on behalf of (company name) _____ 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 and conditions outlined below.

Signed _____ **Date** _____

TERMS AND CONDITIONS OF ROOM HIRE

Room Hire confirmation
 Confirmation of room hire booking form is subject to room availability, receipt of a signed booking form and receipt of a 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. Room hire cannot be guaranteed until a deposit is made.

- Conditions**
- The room cannot be sub-let and must be used for the purpose stated.
 - Standard room rates are based on the following times including initial setup:
 Full day | Between 8.30am to 5pm | If room hire runs over this time there is a charge of \$100 per hour fee (charged in hourly blocks)
 Half day | up to 4 hours from 8.30am to 12.30pm, or 1pm to 5pm | penalty rates of \$100 per hour fee apply if exceeded (charged in hourly blocks)
 After hours | up to 3 hours between 5-10pm | penalty rates of \$150 per hour fee apply if exceeded (charged in hourly blocks)
 - Any extra room set-up changes or additions requested on the day of a room hire will incur a \$50 set up fee.
 - All persons hiring the premises must comply with relevant and current Queensland legislation.
 - Axiom College is a non-smoking environment. The consumption of food and beverages in our computer rooms is prohibited.
 - 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 due to any breakdown of machinery, internet service provider failure, supply of electricity or telephone failure, leakage or water, flood, fire, riot, government restriction or act of God which may cause the premises to be temporary 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 8.30am-5pm will be counted as the next working day.
 Up to 20 days prior | 25% of total room hire cost
 Up to 10 days prior | 50% of total room hire cost
 Up to 5 days prior | 75% of total room hire cost
 24 hours or less | 100% of total room hire cost

menu packages



Simply choose 'package A, B or C' and specify any dietary requirements when booking your room hire. Tea and coffee is available throughout the day free of charge.

>>> morning tea

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

>>> classic lunch

- PACKAGE A \$15 per person**
Assorted wraps /or paninni
Includes a variety of gourmet fillings.
- PACKAGE B \$13 per person**
Assorted sandwiches
A generous 1.5 serving with variety of gourmet fillings.
- PACKAGE C \$14 per person**
Gourmet salad
Choose from greek, garden or chicken ceasar salad.

>>> gourmet lunch

- PACKAGE A \$16 per person**
Roast meals
Choose from roast pork or beef served with vegetables (please specify pork or beef).
- PACKAGE B \$17 per person**
Beef Lasange
Fresh hot lasange or traditional pasta cabonara (please specify on your order).
- 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 savory treat
Mini baguette with ham, cheese & tomato, plus your choice of a risotto ball, pork and prawn wonton, or a crumber camembert.
- PACKAGE B \$7 per person**
Chocolate brownies
Traditional chocolate brownies with macadamia nuts
- PACKAGE C \$6 per person**
Muffins and cakes
An assorted array of muffins and fresh cake slices