

Please complete the form below and return to roomhire@axiomcollege.com.au or fax to **07 4772 3399**. A tax invoice and confirmation will be forwarded to you within 48 hours. Please contact us on **07 4772 3366** 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 | ex gst

ROOM	<input type="checkbox"/> ROOM 3
CAPACITY	up to 18
FULL DAY	<input type="checkbox"/> \$350
HALF DAY	<input type="checkbox"/> \$200
AFTER HOURS	<input type="checkbox"/> \$450
ROOM SETUP	<input type="checkbox"/> Cafe <input type="checkbox"/> Boardroom (8)
OPTIONS	All of our training rooms include a whiteboard, data projector or LCD screen as well as complimentary water per person.

computer rooms | ex gst

ROOM	<input type="checkbox"/> ROOM 1	<input type="checkbox"/> ROOM 2
CAPACITY	11	10
FULL DAY	<input type="checkbox"/> \$500	<input type="checkbox"/> \$500
HALF DAY	<input type="checkbox"/> \$350	<input type="checkbox"/> \$350
AFTER HOURS	<input type="checkbox"/> \$600	<input type="checkbox"/> \$600
SPECS	Pentium 4, 2.8 GHZ 1 GB RAM, 40GB HDD 17" LCD MONITOR	Pentium 4, 3.2 GHZ 1 GB RAM, 40GB HDD 17" LCD MONITOR
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 | ex gst | \$



external catering | ex gst

NONE
OURSELVES
NEED HELP

- We won't be requiring catering
- We will provide our own catering, and will be responsible for any storage, setup and cleaning.
- We will require Axiom College to store, set up and clean any catering organised.
I understand I will be charged \$3 (+GST) per person.

catering total | ex gst | \$

summarised total cost

Room total

Catering total

GST

TOTAL COST

\$

payment details

Card Type Mastercard AMEX (3% surcharge)
 Visa Diners (3% surcharge)

Number

Expiry (M/YEAR)

Name on card

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 started.
- 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+GST 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 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 8.30am-5pm will be counted as the next working day.

- Up to 20 days prior | 25% of total room hire cost +GST
- Up to 10 days prior | 50% of total room hire cost +GST
- Up to 5 days prior | 75% of total room hire cost +GST
- 24 hours or less | 100% of total room hire cost +GST