

Snowy Enterprise Centre Meeting and Training Room Booking Form

Organisation: _____
Contact: _____
Address: _____
Ph: _____ Fax: _____
Mobile: _____
Email: _____

Training Room

Dates: _____ to _____
Arrival Time _____
Departure Time _____
Max/estimated numbers _____

Meeting Room

Dates: _____ to _____
Arrival Time _____
Departure Time _____
Max/estimated numbers _____

Seating:

Workshop Theatre

Special Needs: _____

Catering:

To be confirmed two days prior
Catering is available – a price will be quoted
depending on requirements

Confirming on _____
by _____

Number being catered for _____

- Tea and Coffee
- Morning Tea Time _____
- Lunch Time _____
- Afternoon Tea Time _____
- Supper Time _____

Equipment:

*Usage charges may apply –
must confirm availability*

- Electronic Whiteboard
- Overhead projector
- TV
- Video
- DVD Player
- Data projector
- Laptop

Signed _____ Dated _____

By signing you agree to the conditions of hire listed on the following page.

Send completed form to:
Snowy Enterprise Centre
38 Bombala Street COOMA NSW 2630
Phone 02 6452 5392
Fax 02 6452 5393
Email: info@snowybec.com.au

Facility / Equipment Hire Conditions

- The room hire fee plus any additional phone/internet usage/copying/catering charges to be paid on last day of use.
- If the room is booked and then cancelled a booking fee, equal to 20% of the room hire fee, may be charged unless two weeks notice is given.
- Costs to replace, repair and maintain stolen equipment or damage to facilities, furniture or equipment is at the cost of the hirer.
- Catering figures to be advised 2 days prior to hire commencement.
- The facility is a no smoking area and smoking must be outside using the ash tray provided in the BBQ area.
- Food preparations can only be made in the kitchen
- A first aid kit is located next to the building rear exit door.
- The centre is open Monday to Friday between 9am and 5pm. If access is required outside these hours or on the weekend then this must be indicated when booking so arrangements can be made to supply keys and a security code. Should keys supplied be lost any costs incurred with changing locks or amending security systems will be charged to the hirer.