

Snowy Enterprise Centre 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 previous page.



Meeting and Training Room Hire

Information and Booking Brochure

SNOWY ENTERPRISE CENTRE

38 Bombala Street COOMA NSW 2630

Phone: (02) 6452 5392 Fax: (02) 6452 5393

Email: info@snowybec.com.au

Website: www.snowybec.com.au

Snowy Enterprise Centre is operated by the Snowy Monaro Business Enterprise Centre Inc, a not-for-profit incorporated association based in Cooma. Our Mission: To encourage, facilitate and support the establishment and development of sustainable industry and business in the Cooma region.

TRAINING AND MEETING FACILITIES



Training room



Training Equipment Available

Equipment :

Usage charges apply

- Data projector
- Laptop
- Electronic Whiteboard
- Overhead projector
- TV / Video / DVD player

Consumables :

Usage charges apply

- Butchers paper
- Telephone
- Internet
- Photocopying
- Send/receive faxes

Training Room

The training room is an attractive airy room with natural lighting, fully equipped to facilitate presentations, workshops, seminars, meetings and all types of training. Up to 22 can be seated at tables and up to 35 in theatre style. The room is fully equipped with 2 whiteboards, a pull-down screen, access to telephone and broadband internet with power and IT connection located centrally underfloor. The room has heating and cooling and is carpeted.

Meeting Room

The meeting room is ideal for small meetings and interviews. The room seats up to 6 and is equipped with 1 whiteboard and a pull-down screen with access to telephone and broadband internet.



Meeting room



Training room

Catering

Meeting and Training rooms are hired with access to the kitchen. Self-serve tea, coffee and biscuits can be provided on request. If required we can arrange outside catering on your behalf or you can arrange this yourself.

Pricing Schedule

Monday to Friday business hours

Training room - \$22 per hour up to \$110 for the full day

Meeting Room—\$15 per hour up to \$77 for the full day

Evening/weekend

\$25 per evening/half day or \$50 for the full day. Only the training room is available for evening/weekend hire.

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.