

Snowy Enterprise Centre Booking Form

Organisation:

Contact:

Address:

Ph: Fax:

Mobile:

Email:

Training Room

Dates: to

Arrival Time

Departure Time

Max/estimated numbers

Seating:

Workshop Theatre

Special Needs:

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Meeting Room

Dates: to

Arrival Time

Departure Time

Max/estimated numbers

Equipment:

Use free of charge with room hire – must confirm availability

- Chart/ Whiteboard/ Pens/ Rubber
- Electronic Whiteboard
- Multimedia projector
- Overhead projector
- TV
- Video

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

Signed Dated

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

S N O W Y
ENTERPRISE
C E N T R E

Meeting and Training Room Hire

Information and Booking Brochure



Snowy-Monaro BEC

38 Bombala Street
Cooma NSW 2630
Phone: 02 6452 5392
Fax: 02 6452 5393

Email: info@snowybec.com.au

Web: www.snowybec.com.au

Our Mission: To encourage, facilitate and support the establishment and development of sustainable industry and business in the Cooma region.

Snowy Enterprise Centre



Training Room

The training room seats up to 25 in workshop style and up to 40 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.

Meeting Room

The meeting room seats up to 8 for a group session and is suitable for interviews. The room is equipped with 1 whiteboard and a pull-down screen with access to telephone and broadband internet.



Training equipment available

Equipment:

Use free of charge with room hire – must confirm availability

- Chart/Whiteboard/Pens/Rubber
- Electronic Whiteboard
- Multimedia projector
- Overhead projector
- TV
- Video

Consumables :

Usage charges

- Butchers paper
- Telephone
- Internet
- Photocopying

Catering

Meeting and Training rooms are hired with access to the kitchen. 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. TAFE canteen is accessible adjacent to our site.

Snowy Enterprise Centre

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 can only be prepared in the kitchen
- A first aid kit is located next to the building rear exit door.

Out of Hours Facility Hire

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. When staff are not available the reception and office accommodation area are locked and cannot be accessed, and entry to the training room is from the rear of building.

- If you need to enter the centre when staff are not available arrangements will be made to supply keys and a code to disarm the security system.
- If you are leaving the centre when staff are not available you may need to arm the security system.
- An exit checklist and emergency information will be provided for out-of-hours hirers.
- A phone will be available in the training room in case of emergencies. Any calls made on this phone, excluding emergency calls, are logged and will be charged to the hirer.
- Should keys supplied to access facility out of hours be lost, immediately contact Centre Staff on the emergency numbers provided. The costs incurred with changing locks or amending security systems will be charged to the hirer.

Please note: The security code is immediately deleted after your hire and will set off the alarm if used again. Keys are listed security keys and therefore cannot be copied.