



Room Hire Booking Form

Lower Level 20 Catterthun Street, Winnellie NT 0820

Phone: (08) 8923 6100 - Free call 1800 229 500

ABN 80 890 433 778

Facilities Available:

- Training Room - capacity - 20 classroom & U shape

The standard equipment includes desks, seating, whiteboard, computer, projector, Internet access. All other training equipment is to be provided by the hirer or the requesting organization.

Hirer's name: _____

Organization: _____

Number of participants: _____

Start date: _____ Start Time: _____

Finish date: _____ Finish Time: _____

**NB: Start time must include set up time for user – BEC hours are Monday – Friday 8.00am to 5.00pm. Prior arrangements for access outside these times are essential.*

Hire Room Required (prices include GST):

Room Required	Half Day	Full Day
Non-for-Profit Organization	\$55	
Commercial Business	\$110	\$220

Conditions:

Complimentary Tea, Coffee, Sugar, Milk, Biscuits, and utensils are provided free of charge.

Please provide organization to be invoiced and postal address: _____ _____ _____
Purchase Order Number: _____

Preferred method of payment is by Direct Credit, see bank details below:

Bank: Westpac Banking Corporation
BSB: 035311 – Account Number: 131622
Account Name: Business Enterprise Centre Darwin Region Inc.

- The room is to be left in good order and condition.
- Relocate all furniture and equipment to its original location.
- Do not leave any personal items in the room.
- Report any faults or damage to the Management or Staff. Any damage not attributed to fair wear and tear or caused through misuse, abuse or negligence will be charged to the client.
- One working days notice of cancellation is required. A cancellation fee may apply under certain circumstances to recover lost revenue.

I understand as the hiring officer (named below) that I am responsible in ensuring that the hirer understands the above conditions.

Hiring Officer's name: _____ Contact number: _____

Organization: _____ Date Booked: _____

Is out of hour's access required? (Please circle) Yes / No

Any other special requirements please state: _____

Office use only

Room Required: _____ Confirmation Date: _____
Total Cost: _____ Invoice details: _____
Cancellation details: _____ Cancellation Date: _____
Account / Purchase Order No: _____
Notes: _____

ROOM HIRE CHARGES

Training Room - Capacity - 20 classroom & U shape

Training Room Price (incl GST):

Not-for-Profit: Full Day	\$110
Business: Half Day	\$110
Business: Full Day	\$220

Price includes:

- Room Hire
- Complimentary Whiteboard & Flipchart
- Complimentary AV Equipment, Data Projector
- Complimentary access to High Speed Internet
- Complimentary Tea, Coffee, Sugar, Milk, Biscuits
- Separate Male and Female Bathroom
- Free Parking
- Event promoted on BECNT facebook