



Tambellup Community Resource Centre

Room Hire - Booking Form

(ALL PRICES INCLUDE GST – Revised 21/2/2011)

INVOICING DETAILS

Company Name			
Contact Person	Phone:		
	Email:		
Postal Address	Company Purchase Order No.		
ABN	TA CRC Quote No.		
	TA CRC Invoice No		

BOOKING DETAILS

Date Required	Start Time:	Estimated Finish:																
Being For (Event outline)																		
Room Details	Room Type :	Number of Participants:																
	Setting out Instructions :																	
	Price <small>(includes Chairs & Tables, Table water set up to your configuration and pack away)</small> <small>Note: If room required before 9am or after 5pm extra cost of \$40 per hour will be charged to your account.</small>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">Small Meeting 1 – 5</td> <td style="width: 15%;">Medium Mtg 6 – 10</td> <td style="width: 15%;">Large Mtg/ 11-40</td> <td style="width: 15%;"></td> </tr> <tr> <td>Half Day</td> <td>\$44.00</td> <td>\$66.00</td> <td>\$140</td> <td></td> </tr> <tr> <td>Full Day</td> <td>\$77.00</td> <td>\$100.00</td> <td>\$220</td> <td></td> </tr> </table>		Small Meeting 1 – 5	Medium Mtg 6 – 10	Large Mtg/ 11-40		Half Day	\$44.00	\$66.00	\$140		Full Day	\$77.00	\$100.00	\$220	
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Half Day	\$44.00	\$66.00	\$140															
Full Day	\$77.00	\$100.00	\$220															
Peripherals	Laptop Computer		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">½ Day</td> <td>\$18.00</td> <td></td> </tr> <tr> <td>Full Day</td> <td>\$36.00</td> <td></td> </tr> </table>	½ Day	\$18.00		Full Day	\$36.00										
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	Digital Projector		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">½ Day</td> <td>\$38.50</td> <td></td> </tr> <tr> <td>Full Day</td> <td>\$66.00</td> <td></td> </tr> </table>	½ Day	\$38.50		Full Day	\$66.00										
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White Board	Includes a selection of White Board Markers	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">½ Day</td> <td>\$ 6.00</td> <td></td> </tr> <tr> <td>Full Day</td> <td>\$11.00</td> <td></td> </tr> </table>	½ Day	\$ 6.00		Full Day	\$11.00											
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Full Day	\$11.00																	
Table water	Rainwater supplied on tables with mints	Included in room hire																
	TOTAL ROOM HIRE																	
Catering (per person)	Tea Coffee ONLY	Continuous Tea, Coffee & Water (Does not include any food)	Basic: \$ 3.30															
	Morning Tea AND/OR Afternoon Tea	Plus biscuits	am pm \$ 1.10															
		Plus home baked scones, cake etc	am pm \$ 5.50															
	Lunch	Selection of Finger Food, eg Sandwiches, Quiche, Soup & Fruit Fruit/cheese Platter.	Homemade: \$16.50															
Or Soup and sandwiches		\$11.00																
***Special Dietary requirements need to be pre arranged and specifics attached to this booking; ie gluten free, vegetarian, nut allergy etc.																		
		TOTAL CATERING:	\$															

		TOTAL of all: ROOM HIRE; PERIPHERALS AND CATERING:	\$
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