Venue Hire Booking Form

Hirer details	
Company / Organisation / Government Department	
ABN	
Is your organisation not-for-profit?	
Contact name	
Position title	
Phone	
Email (for invoice)	
Street address	

Function details			
Event Description			
Booking dates		Number of attendees	
Arrival time		Departure time	
Contact person the day		Mobile number of contact person	
Would you like coffee and tea? ($5 per person) *Includes filter coffee, tea, water and biscuits*	☐	For how many people?	

Room Selection		Time Period		Venue Hire rates GST inclusive					
				Hourly rate *8:30am to 5pm*		Half day *8:30am – 1pm or 1pm to 5pm*		Full Day *8:30am to 5pm*	
				Standard	NFP	Standard	NFP	Standard	NFP
Board Room	☐	Full day	☐	$90	$80	$270	$240	$540	$480
		Half day	☐						
		Hourly	☐						
Gallery	☐	Full day	☐	$145	$115	$435	$350	$865	$695
		Half day	☐						
		Hourly	☐						
Central Hub	☐	Full day	☐	$180	$165	$540	$480	$1,080	$960
		Half day	☐						
		Hourly	☐						

Please contact us for weekend and after hours rates and availability

Room set up

Please tell us your requirements, i.e u-shape, theatre style

How did you hear about us?