

Please complete this form and email to info@blsc.com.au or fax to (03) 9411 8080, at least three weeks prior to your booking date.

FACILITY HIRE APPLICATION FORM

Master Builders Member #

Full Name: Mr Mrs Miss Ms

Company Address:

Suburb:

Postcode:

Mobile:

Phone:

Fax:

Email:

FUNCTION DETAILS

Event description:

Preferred date/s: Preference 1 : ___ / ___ / ___

Preference 2: ___ / ___ / ___

Day Event (from 8am-5pm)

Evening Event(after 5pm)

Number of People:

Start Time:

Finish Time:

Bookings will be subject to the following terms and conditions:

- Room availability
- Provision of details of the program to be held, which must be stated on this form at the time of booking
- Bookings will not be accepted for programs/functions that the Building Leadership Simulation Centre considers to be in conflict with its services, courses and/or business interests
- Payment prior to the function commencement inclusive of a booking fee of \$100, and
- Cancellations will only be accepted and deposits refunded at a minimum of seven working days prior to the reserved date. If cancellation occurs less than seven days prior to the booking date, the \$100 booking fee will not be refunded.

I agree to the terms and conditions:

Signature:

Date: ___ / ___ / ___

CREDIT CARD PAYMENT:

Mastercard: Visa: AMEX:

Card number:

Exp: ___ / ___ / ___

CVN:

Name on card:

Please forward my confirmation by:

Email:

Fax:

Post:

In completing this form you are agreeing to the Terms and Conditions of the Master Builders Association of Victoria ["Master Builders"] – see website for details.

Privacy : all information supplied on this form is subject to the Master Builders' Privacy Policy, which forms part of this document and any subsequent Agreement.

ROOM HIRE DETAILS:

Room	Location	Rate	Member Rate	AV Equipment
Training Room				
Training Room 1	Level 1	\$750	\$650	Available
Training Room 2	Level 1	\$750	\$650	Available
Combined Training Room 1 & 2	Level 1	\$1300	\$1100	Available
Meeting Room 1	Ground Level	\$300	\$250	Not available
Simulation				
Briefing Room Only	Level 1	\$400	\$350	Not available
Debriefing Room Only	Level 1	\$400	\$350	Not available
Combined Briefing & Debriefing Rooms	Level 1	\$750	\$650	Not available
Whole Simulation Area	Ground & Level 1	\$12000	\$10000	Not available
Manual Handling				
Complete Manual Handling Space	Ground Level	\$1500	\$1300	Not available
Additional Equipment for Hire				
Flipchart - additional		\$10	\$10	
Lectern		\$35	\$30	
Lapel microphone with a portable PA		\$60	\$45	
Handheld microphone with a portable PA		\$60	\$45	

*The above prices are quoted for full days. Half days are quoted at two-thirds of the price.
 *Prices are inclusive of GST.

CATERING REQUIREMENTS:

The hirer will receive an emailed quote for catering prior to the function date for approval. If approved, this will be added to the venue hire invoice for payment.

Do you require the Building Leadership Simulation Centre to organise catering?

- If yes:
- Morning Tea
 - Afternoon Tea
 - Lunch

Please state if hot or cold food is required:

Please state any special dietary requirements: