

Room Hire Booking Form



YOUR DETAILS

Contact Name:			
Phone:		Organisation:	
Address:			
Email:			

BOOKING DETAILS

Booking date(s):		No. of attendees:	
Event name:			
Booking times:	Start time:	Finish time:	
Notes:			

**Please email info@actitraining.com.au if you would like to book for more than one (1) day.

ROOM FOR HIRE

Skin Room	Beauty Room 1	Beauty Room 2	Lecture Theatre
\$ 300 per day	\$ 700 per day	\$ 600 per day	\$ 500 per day
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Beauty Rooms 1 and 2			
\$ 1250 per day			
<input type="checkbox"/>			

**Room Hire from 9:00 AM – 4:00 PM. Extended hours incur a \$90 charge per hour. (a)Conditions apply as this is a functioning school and availability may be limited.

BOOKING ADDITIONS

Morning Tea pp.	\$ 13	<input type="checkbox"/>	Daily Catering Pack (Morning Tea, Afternoon Tea, Lunch) pp.	\$ 65	<input type="checkbox"/>
Afternoon Tea pp.	\$ 13	<input type="checkbox"/>	Consumables (gloves, fibrella, gauze, bowls, etc) per station	\$ 20	<input type="checkbox"/>
Lunch pp.	\$ 40	<input type="checkbox"/>	Product Usage (per day) (Skinstitut, Mesoesthetic, Medik8)	\$ 300	<input type="checkbox"/>

Items listed and room hire excludes GST

Any special requirements/diets: _____

EQUIPMENT (included in booking charge)

- Booklets & pens

- TV with screen mirroring feature
 - Whiteboard markers (whiteboard in each room)
- Other (please specify): _____

**Please note: if other equipment is outside of normal supplies this may incur an on-charge cost. Please email info@actitraining.com.au with any questions.

All final details must be received 5 working days before the date of the event. This includes room layout, numbers, catering, and equipment requirements. Your invoice will be sent before the event and is payable 14 days from the invoice date. I agree to the terms and conditions supplied with this booking form.

Signed: _____ Date: _____

Name: _____ Position: _____

Please return via Email to:

ACTI Reception

info@actitraining.com.au

For any enquiries, please contact ACTI on 1300 799 415 or email info@actitraining.com.au