

CLIVEDEN ROOM BOOKING APPLICATION FORM



MAV - Cliveden, 61 Blyth Street, Brunswick, VIC. 3056
Ph: 9380 2399 Fax: 9389 0399 email: office@mav.vic.edu.au
ABN: 34 004 892 755 (ALL PRICES INCLUDE 10% GST)

NAME OF APPLICANT: _____
SCHOOL / ORGANISATION: _____
ADDRESS: _____
P/CODE: _____
TELEPHONE: _____ FAX: _____ EMAIL: _____

2008 HIRING RATES

Training Room: The training room accommodates 30 people in classroom mode and approximately 50 in theatre style, however, many variations are possible - we customise the set up for your booking. The rates shown below include use of whiteboard and overhead projector. A data show is available for an additional cost by request.

Please note the below rates for the Training Room also include the use of the Library and kitchen for catering purposes.

Library: The library accommodates 12 people in classroom mode and 20 in theatre style. Furniture can be arranged to suit individual requirements. Prices are GST inclusive, include the use of the kitchen and catering will be provided in the Library.

TRAINING ROOM Weekday Rates (please tick)

<input type="checkbox"/>	Full Day (9am-5pm)	\$210.00	\$ _____ . _____
<input type="checkbox"/>	Half Day (8am-12pm, 1-5pm)	\$125.00	\$ _____ . _____
<input type="checkbox"/>	Evening (any part of booking after 5pm)	\$145.00	\$ _____ . _____

LIBRARY Weekday Rates (please tick)

<input type="checkbox"/>	Full Day (9am-5pm)	\$145.00	\$ _____ . _____
<input type="checkbox"/>	Half Day (8am-12pm, 1-5pm)	\$115.00	\$ _____ . _____
<input type="checkbox"/>	Evening (any part of booking after 5pm)	\$135.00	\$ _____ . _____

DAY/S AND DATE/S REQUESTED: _____

ARRIVAL TIME: _____ DEPARTURE TIME: _____ APPROX. NO OF PEOPLE: _____

ROOM SET UP: Theatre Classroom Other (specify) _____
REQUIREMENTS: TV/VHS Data Projector (hire \$55)
 Overhead Projector Other (specify) _____

CATERING

Please indicate below if you would like us to organise catering for you:

Use of kitchen, crockery etc. required (no charge)
 Morning/Afternoon Tea from \$5.00 per person (please circle) Lunch \$ 14.50 per person \$ _____ . _____

Morning/Afternoon Tea: selection of sweets & fruit Lunch: selection of hot finger food and cold gourmet sandwiches. Alternatively catering can be customised to suit your needs. Please fill in details below for particular catering needs.

APPROXIMATE EXPENDITURE PER HEAD: \$ _____

BRIEF DESCRIPTION OF REQUIREMENTS (ie: sandwiches, hot finger food, vegetarian etc):

I/We understand that a non-refundable deposit of \$50.00 is applicable and that an additional charge may be made if facilities are not left in a satisfactory condition after use.

SIGNATURE OF APPLICANT: _____ DATE: _____

PAYMENT OF DEPOSIT (\$50)

I / We enclose a cheque / money order (made payable to MAV) for \$ _____ or please charge my:

BANKCARD MASTERCARD VISA

NUMBER: _____ / _____ / _____ / _____ EXPIRY DATE: __ / __

NAME OF CARDHOLDER: _____ SIGNATURE: _____

ALTERNATIVELY, PLEASE PROVIDE ORDER NUMBER: _____ (please attach order)