

## Room Hire Fees & Booking Sheet

Room ID	Description	Half Day Cost (up to 4 hours)	Full Day Fee (over 4 hours)
<b>Room B</b>	Seats up to fourteen (14) people and instructor <ul style="list-style-type: none"> <li>- Wi-Fi</li> <li>- Whiteboard</li> <li>- Reverse cycle air-conditioning</li> <li>- Located in main building</li> </ul>	\$110	\$230.00
<b>Room C</b>	Seats nine (9) people and instructor <ul style="list-style-type: none"> <li>- 9 desktop computers</li> <li>- Wi-Fi</li> <li>- Whiteboard</li> <li>- Smartboard</li> <li>- Reverse cycle air-conditioning</li> <li>- Located in main building</li> </ul>	\$110.00	\$295.00
<b>Room D</b>	Seats up to fourteen (14) people and instructor. <ul style="list-style-type: none"> <li>- Wi-Fi</li> <li>- Whiteboard</li> <li>- Reverse cycle air-conditioning</li> <li>- Located in main building</li> </ul>	\$110.00	\$230.00
<b>Room E</b>	Comfortably seats up to forty (40) people and instructor <ul style="list-style-type: none"> <li>- Self-contained with kitchenette</li> <li>- Fridge</li> <li>- Very large smart TV</li> <li>- Wi-Fi</li> <li>- Reverse cycle air-conditioning</li> <li>- Whiteboard</li> <li>- Located in main building</li> </ul> <p><i>This room can be set up in a large U-shape or individual desks depending on the reason for hire.</i></p>	\$140.00	\$280.00
<b>Room F</b>	Comfortably seats up to thirty (30) people and instructor <ul style="list-style-type: none"> <li>- Self-contained with kitchenette</li> <li>- Fridge</li> <li>- Wi-Fi</li> <li>- Whiteboard</li> <li>- Reverse cycle air-conditioning</li> <li>- Large TV</li> </ul> <p><i>This room can be set up in a large U-shape or individual desks depending on the reason for hire.</i></p>	\$150.00	\$280.00

<b>Room G</b>	<p>Comfortably seats up to twenty (20) people and instructor</p> <ul style="list-style-type: none"> <li>- Self-contained with kitchenette</li> <li>- Fridge</li> <li>- Large TV</li> <li>- Wi-Fi available</li> <li>- Reverse cycle air-conditioning</li> <li>- Lounge</li> </ul> <p><i>This room can be set up in a large U-shape or individual desks depending on the reason for hire.</i></p>	\$150.00	\$280.00
<b>Office 1 Space -</b>	<ul style="list-style-type: none"> <li>- Seats four (4) people</li> <li>- One desk</li> <li>- Reverse cycle air-conditioning</li> <li>- Located in main building</li> </ul>	N/A	120.00
<b>Office 2 Space</b>	<ul style="list-style-type: none"> <li>- Seats four (4) people</li> <li>- One desk</li> <li>- Reverse cycle air conditioning</li> <li>- Located in main building</li> </ul>	N/A	120.00
<b>Office 3 Space</b>	<ul style="list-style-type: none"> <li>- Seats up to fourteen (14) people and instructor.</li> <li>- Wi-Fi</li> <li>- Whiteboard</li> <li>- Instructor's screen</li> <li>- Reverse cycle air conditioning</li> <li>- Located in main building</li> </ul>	\$110	\$230.00
<b>Office Space - Executive</b>	<p>Seats four (4) people</p> <ul style="list-style-type: none"> <li>- Round table + Large office desk</li> <li>- Waiting room</li> <li>- Paper shredder</li> <li>- Green outlook</li> <li>- Reverse cycle air conditioning</li> <li>- Located in main building</li> </ul>	N/A	280.00
<b>Auditorium/Lecture Theatre</b>	<p>Seats forty-eight (48) people in lecture style chairs with built in desks.</p> <ul style="list-style-type: none"> <li>- Reverse cycle air-conditioning</li> <li>- Additional seating for instructor</li> <li>- External entry</li> </ul>	\$170.00	\$360.00
<b>Hairdressing Salon</b>	<ul style="list-style-type: none"> <li>- Three cutting stations</li> <li>- Two basins</li> <li>- Viewing stage</li> <li>- Reverse cycle air-conditioning</li> <li>- Self-contained kitchen</li> </ul>	\$170.00	\$620.00 or after hours

**Additional Resources available at a cost:**

- Projector: \$50.00 per day.
- Tea/Coffee \$5.00 per person
- Catering available on request
- Photocopy and Printer Services:
  - 50c per sheet B&W
  - \$2.00 per Colour
  - \$5.00 per A3 copy

**Bond:** \$250.00 refundable bond is required to secure the venue. Any damage is the responsibility of the hirer.

**Additional Surcharge:**

- Saturday 50%
- Sunday 100%
- Evenings 25%
- Long weekend: 100%

**Catering**

**In room tea/coffee station:** \$5.00 per person (tea/instant coffee)

**College Café services:** Barista made coffee, ham & cheese croissants, various lunch items, see attached

**Conference Room Catering:** \$27.50 per person (min 8 people) morn/tea, lunch, a/tea.

- **Morning Tea:** Barista made coffee, mini croissants, fruit plate and plain biscuits.
- **Lunch:** Gourmet sandwiches/wraps, fruit platter, orange juice.
- **Afternoon tea:** Vege Cup, cheese & crackers, Barista made coffee. Please advise of dietary requirements. Menu can be negotiated.

**Filtered water:** No charge

**Bottled water:** \$3.50

**Self Catering:** No charge

**Vending machine:** available in foyer

***Fastest internet in Broken Hill***

### Venue Hire Details

Venue Hire Purpose			
Organisation/ Business Name (if applicable)			
Contact Name for the organisation:		Contact Phone	
Contact Name on the day:		Contact Phone	
Postal Address		Suburb	
Email			
Date/s of Function		Start time: _____	Finish time: _____

**Please advise which Room you would like to hire and Room Set up preference**

Room B <input type="checkbox"/>	Room C <input type="checkbox"/>	Room D <input type="checkbox"/>
Room E <input type="checkbox"/>	Room F <input type="checkbox"/>	Room G <input type="checkbox"/>
Office 1 <input type="checkbox"/>	Office 2 <input type="checkbox"/>	Office 3 <input type="checkbox"/>
Office Executive <input type="checkbox"/>	Auditorium <input type="checkbox"/>	Hair Salon <input type="checkbox"/>

**Additional Equipment**

Projector <input type="checkbox"/>	Laptop <input type="checkbox"/>	Projector Screen <input type="checkbox"/>
Extension Leads <input type="checkbox"/>	Power board <input type="checkbox"/>	TV Screen <input type="checkbox"/>

**Please advise of Catering requirements or call to discuss**

Tea/Coffee Station <input type="checkbox"/>	Café Catering <input type="checkbox"/>	
Refrigeration <input type="checkbox"/>	<i>Refrigeration is available if you wish to provide your own catering.</i>	
College Cafe <input type="checkbox"/>	<i>Robinson College have a café available for barista made coffee, morning tea and lunch</i>	
Catering <input type="checkbox"/>	<i>Morning Tea, lunch and afternoon tea catered for @ \$27.50 per person</i>	

Booking Confirmed by			
Signature		Date	