



**Maitland Information Centre**  
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[www.maitlandsa.com](http://www.maitlandsa.com)

**BOOKING FORM**

**Please fill in the details below and fax back to us when completed. This is to confirm your booking and to help make your time with us run as smooth as possible for a truly successful day.**

**NAME OF ORGANISATION:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**POSTAL ADDRESS:** \_\_\_\_\_

**EMAIL (for account):** \_\_\_\_\_

**DATE REQUIRED:** \_\_\_\_\_ **SET UP TIME:** \_\_\_\_\_

**COMMENCEMENT TIME:** \_\_\_\_\_ **FINISH TIME:** \_\_\_\_\_

**No. of People to attend:** \_\_\_\_\_

	<b>Half day</b>	<b>Full day</b>
Conference/Lecture Room	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$70.00
Computer Room	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$70.00
Office/Interview Facilities	<input type="checkbox"/> \$30.00	<input type="checkbox"/> \$50.00
Maitland Information Centre Hall	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$70.00
Kitchen Facilities	<input type="checkbox"/> \$30.00	<input type="checkbox"/> \$60.00

**These prices are for bookings from 9am to 5pm Monday to Friday.**

**Additional charges of \$20 will apply outside of normal business hours to unlock the Centre.**

**Room Set Up Required:**      Y / N      (please circle)

**Theatre Style**

**U-Shape**

**Boardroom**

**Round tables (10 people/table) 2 available**

**BEVERAGES**    Y / N    (please circle)

Tea/Coffee/Hot Chocolate and biscuits are available in the boardroom at a cost of \$2.50 person.

**(Continued....)**

## MAITLAND INFORMATION CENTRE BOOKING FORM

### **EQUIPMENT REQUIRED** (please tick relevant equipment required for your session)

- Electronic Whiteboard/Projector/Speakers – Please bring presentation saved on USB
- Internet access \$10.00 (per user)
- Jugs of water FREE
- Urn \$10.00 (if supplying own tea/coffee)

**ESTIMATED TOTAL HIRE OF ROOM AND EQUIPMENT: \$ \_\_\_\_\_**

### **CATERING REQUIRED**

**YES / NO**

***If YES, please complete 'Catering Form'***

***If you are self catering there will be no access to the Maitland Information Centre Kitchen or a small charge will apply.***

- Groups choosing to supply their own tea & coffee can hire the Urn for \$10.00, but must supply all other required items themselves and must clean up on completion.
- If catering is required, catering form must be completed and must be informed 3 weeks prior to a function.
- Catering will be charged on final numbers provided 48 hours prior to the event.
- If groups wish to organise their own caterer, the caterer must be aware of OHW&S and Food Safety Standards and provide a copy of their insurance.
- Please advice final numbers at least 48 hrs prior to the event.
- **Cancellations with less than 48 hours notice will result in charges being raised for loss of hire.**

**\*\* An invoice will be emailed or posted to the above address on completion of the function\*\***

Please feel free to contact us at any stage for further information.

I have read, and agree to comply with, the Maitland Information Centre Conditions of Hire.

Signed: ..... Date: .....