

# Request for Training Room Hire Form

Contact: Ania Pronobis      Email: [training@mbav.com.au](mailto:training@mbav.com.au)      Telephone: 03 8673 0342  
 Please complete this form and email pages 1 & 2 at least 2 weeks prior to your booking date.

CONTACT DETAILS			
Contact Person:			
Company:			
Address:			
Email:			
Phone:		Mobile:	
Member	Yes / No	MemberNumber	

FUNCTION DETAILS			
Event description:		Number of People:	
Preferred Date/s:	Preferred 1:	Preferred 2:	
Start Time:		Finish Time:	

## Bookings will be subject to:

- Room availability
- Provision of details of the program to be held. This must be stated on the venue booking form at the time of booking.
- Bookings will not be accepted for programs/functions that the Master Builders Association of Victoria considers being in conflict with its services, courses and/or business interests.
- Payment prior to the function commencement date inclusive of a booking fee of \$100.
- Cancellations will only be accepted and deposits refunded a minimum of 7 working days prior to the reserved date. If cancellation occurs less than 7 days prior to the booking date the \$100 booking fee will not be refunded.

## I agree to the terms and conditions:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PAYMENT DETAILS			
Credit Card:	Please debit my VISA or MASTERCARD (please circle) for \$ _____		
Card Number:		Expiry Date:	
Name on card:			
Signature of cardholder:			
Cheque:	Please find enclosed my cheque for \$ _____ made payable to Master Builders Association of Victoria.		



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ROOM HIRE FEES							
	Room (all rooms have access to tea/ coffee/ kitchenette)	Member (Business Hours)	Non Member (Business Hours)	Member (Evening Hours)	Non Member (Evening Hours)	Other Features *(please see table below for extra features available)	
<input type="checkbox"/>	Room 1	\$300	\$425	\$225	\$325	<ul style="list-style-type: none"> <li>• Internet access</li> <li>• Projector</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard</li> </ul>
<input type="checkbox"/>	Room 2	\$325	\$475	\$250	\$375	<ul style="list-style-type: none"> <li>• PA system</li> <li>• Projector</li> </ul>	<ul style="list-style-type: none"> <li>• Internet Access</li> <li>• Whiteboard only</li> </ul>
<input type="checkbox"/>	Room 3	\$325	\$475	\$250	\$375	<ul style="list-style-type: none"> <li>• 25 X PC's available</li> <li>• Projector</li> <li>• Internet Access</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Classroom style</li> </ul>
<input type="checkbox"/>	Room 4	\$250	\$350	\$200	Not Available	<ul style="list-style-type: none"> <li>• Conference calls</li> <li>• Projector</li> <li>• Whiteboard</li> </ul>	<ul style="list-style-type: none"> <li>• Internet Access</li> <li>• Boardroom store only</li> </ul>
<input type="checkbox"/>	Room 5	\$600	\$800	Not Available	Not Available	<ul style="list-style-type: none"> <li>• 25 X PC's available</li> <li>• Projector</li> <li>• Internet Access</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Classroom style</li> </ul>
COMBINATION ROOM HIRE							
<input type="checkbox"/>	Training rooms 1 & 2	\$650	\$875	\$450	\$675	Sliding wall removed to create one large room	
<input type="checkbox"/>	Training rooms 1 & 2 and the breakout area	\$650	\$925	\$500	\$700	Sliding wall removed to create one large room	

## Equipment Requirements

MASTER BUILDERS will supply any booked audio visual equipment requested for the duration of the function. If you need assistance with any equipment we are able to assist you with any information you may need. Any damages to equipment will be charged at either the amount to repair and restore the equipment to its original state, or in the event the item is unable to be repaired, the full replacement value of the equipment shall apply. Any self supplied equipment is to set up; operated & packed down by the client (MASTER BUILDERS does not accept any responsibility for outside equipment).

EQUIPMENT REQUIREMENTS					
Whiteboard/ markers		Internet connection		Lectern	
Computers		Tablets (\$ please enquire)		Flipchart/markers (\$30)	
Data Projection/ Screen		Portable Projector (\$30)		Raised podium/stage (\$ please enquire)	
ROOM DETAILS					
Style	Room 1	Room 2	Room 3	Room 4	Room 5
U Shape	Max 25	Max 25	NA	NA	NA

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Class Room	Max 30	Max 30	Max 25	NA	Max 25
Lecture	Max 50	Max 50	NA	NA	NA
Board Room	Max 30	Max 30	NA	Max 20	NA

## Catering Requirements

All catering must be organised through Master Builders. 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.

<p><b>Additional costs will be incurred for use of commercial kitchen (\$120) and/or catering provision</b></p> <p><b>Tea/ filtered coffee – extra charge of \$30 per booking</b></p>	<p>Do you require use of our commercial kitchen for food preparation purposes? No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Do you require the Master Builders to organise catering? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes: <input type="checkbox"/> Morning tea <input type="checkbox"/> Lunch <input type="checkbox"/> Afternoon tea</p> <p>Please state food option preferences .....</p> <p>Please state any special dietary requirement .....</p> <p>Please state how many people require catering _____</p>
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## Parking

There is a limited street parking available surrounding the building for two hours only during business hours. All day parking can be found at the following locations:

**AUSTRALIAN CATHOLIC UNIVERSITY** 115 Victoria Parade

**WILSONS PARKING** 410 Albert Street

**PARK HYATT** St Andrews Place

**TRIBECA** 158-166 Albert Street

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## **Room Booking Terms & Conditions**

### **Booking Conditions**

A signed copy of the venue booking form is required by the specified date to confirm your booking. Master Builders Association of Victoria (MASTER BUILDERS) reserves the right to cancel the booking if the venue contract has not been received by the specified date. The venue must be left in the same state as was originally presented. As this is an office environment, the hirer must be mindful of office staff and ensure to leave room clean after use.

### **Subject to Availability**

Details of the program to be held must be stated at the time of booking the venue. Bookings will not be accepted for programs that the Master Builders Association considers in conflict with our services and/or courses.

### **Confirmation, Deposit & Payment**

A signed copy of the venue contract and the requested deposit of 50% are required by the specified date to secure your booking. Payments can be made via cheque, credit card or cash.

Master Builders Association reserves the right to cancel any tentative booking unconfirmed by a deposit.

A confirmation will be sent to you and an invoice for the balance of the account will be forwarded 3 business days prior to the booking date.

### **Cancellations**

In the event of a cancellation, we require at least 7 working days notice of the function start date or 100% of the booking fee will be forfeited.

If an event is cancelled within three (3) days of the function start date, catering charges may need to be fully paid.

### **Change of Date**

If a date needs to be changed, Master Builders Association will attempt to roll over the function date, subject to availability. If the confirmation deposit has already been received, it will be transferred to the new date. However if the date change requested is less than 3 days of the requested days from the original date/s booked then the change will be treated as a cancellation.

### **Access Times**

Day: 8.00 am - 5.00 pm or Evening: 5.00 pm - 9.30 pm Out of above hours by arrangement

### **Food/Beverage Consumption**

Catering requirements must be ordered through Master Builders Association. No food and/or beverages of any kind will be permitted to be brought into MASTER BUILDERS for consumption at the function. No alcohol is permitted to be brought into MASTER BUILDERS for consumption at the function.

### **Final Detail & Attendance**

Catering numbers, beverage requirements, audio visual requirements, room setup details & starting & finishing times must be confirmed 3 days prior to the function.

Catering charges will be rendered according to the confirmed numbers. Should no confirmation be received the numbers will be charged as per the venue contract.

### **Members Business Centre**

No client has the sole right to the common areas within the area. At all times common spaces must be kept clear for ease of movement of all clients.

Conduct shall be in a professional & orderly manner in full compliance with the MASTER BUILDERS policies and all applicable laws.

### **Display & Signage**

No displays or signage of any sort are to be displayed or affixed to any surface without prior approval.

### **Audio Visual Equipment & Hire Conditions**

MASTER BUILDERS will supply any booked audio visual equipment requested for the duration of the function. If you need assistance with any equipment we are able to assist you with any information you may need. Any damages to equipment will be

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charged at either the amount to repair and restore the equipment to its original state, or in the event the item is unable to be repaired, the full replacement value of the equipment shall apply.

Any self-supplied equipment is to be set up, operated & packed down by the client (MASTER BUILDERS does not accept any responsibility for outside equipment).

## **Damages**

The function coordinator is financially responsible for any damages (other than normal wear & tear) sustained to MASTER BUILDERS or its contents by the organizer or any of the organizer's guests.

## **Security**

MASTER BUILDERS will take care but cannot take responsibility for the loss or damage to any equipment or merchandise left on the premises before, during or after your function.

MASTER BUILDERS reserves the right to exclude, or eject any guest from a function when MASTER BUILDERS considers the behaviour objectionable or their presence to be likely to give rise to violence or damage to property.

## **Liability**

If MASTER BUILDERS has reason to believe that a function will affect the smooth running of MASTER BUILDERS's business, its security, its membership or reputation it reserves the right to cancel the function without liability.

## **Basis of Agreement**

In no event shall MASTER BUILDERS's liability be in excess of the total value of food and beverage contracted.

## **Broadband Internet Access Conditions**

Broadband or Dial up Access to the Internet is provided by MASTER BUILDERS subject to the following conditions:

- Booking and use of MASTER BUILDERS internet connection will be entirely at the user's risk
- MASTER BUILDERS is not responsible for any third party content on the internet that a user may find offensive, upsetting or defamatory
- Security of content, login identification and passwords shall be sole responsibility of the user and no liability shall attach to MASTER BUILDERS should information become known to or be used by any third party.
- MASTER BUILDERS is not responsible for any security breaches suffered by the user when using the MASTER BUILDERS Internet connection.
- MASTER BUILDERS is not responsible for any interruption to or loss of connection occurring during use and MASTER BUILDERS does not warrant or represent the Internet access provided is free from computer viruses and/or other defects.
- MASTER BUILDERS is not responsible for or accept any liability whatsoever for loss and/or damage howsoever caused to equipment, software, content contained on any drive or content held at any remote location to which the user may connect.