


Title:	BOOKING FORM	 KGT KGT Employment <i>Your Local Apprentice Employment Network Member</i>
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Please complete details below and return form to KGT.

Organisation/Business/Hirer name: _____

Contact name and phone number: _____

E-mail address: _____

Room: _____

Booking dates.

Start date/time: _____ (inclusive) Finish date/time: _____ (inclusive)

Start date/time: _____ (inclusive) Finish date/time: _____ (inclusive)

Start date/time: _____ (inclusive) Finish date/time: _____ (inclusive)

Number of attendees expected: _____

Pricing and requirements:

Item	Tick 'x' if required	Pricing
Room hire: <i>Up to 4 hours is considered half day.</i>	()	\$150 per day or \$75 per ½ day
Overhead (LCD) projector	()	\$35 one-off fee per booking
Laptop hire	()	\$15 per laptop per day
White board and whiteboard markers, basic stationery etc	()	\$15 one-off per booking
Ongoing tea and coffee etc	()	\$6 per person per booking
Catering – <i>By Boab Lounge, KGT's social enterprise to upskill local disadvantaged youth in the Hospitality Industry</i>	()	Negotiable. Corporate package available.
Morning tea	<input type="checkbox"/>	
Lunch	<input type="checkbox"/>	
Afternoon tea	<input type="checkbox"/>	

Any other requests:

Purchase Order attached? () Yes () No () N/A

Please specify method of payment: _____

Signature: _____ Date: _____

KGT ABN 71 281 766 571- 5 Kentia Way – Kununurra WA 6743 E-mail: reception@kgt.org.au

Cancellation policy: Cancellations must be made in writing to reception@kgt.org.au within a minimum 48 hours' notice. A fee of 5% of the total booking amount shall be charged in the event of a cancellation. KGT reserves the right to proceed with booking charges as per booking form if the notice period is not observed.

Office Use only:

1. Form received & entered by Administration staff in Skills Centre calendar **Yes No**
2. Application to raise invoice completed and submitted to Finance **Yes No**

Version: 4.0

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