

INVOICING DETAILS

Room Hire - Booking Form (ALL PRICES INCLUDE GST – Revised 28/10/2020)

Company Name			
Contact Person	Phone:		
	Email:		
Postal Address	Company Purchase Order No.		
ABN	TA CRC Quote No.		
	TA CRC Invoice No.		

BOOKING DETAILS

Date Required:	Start Time:	Estimated Finish:																				
Being For (Event outline)																						
Room Details (Kitchen equipment charge includes access to urn, crockery, tea towels etc)	Room Type:	Number of Participants:																				
	Setting out Instructions:																					
	Price (incl. GST) Half Day 9am to 1pm or 1pm to 5pm (includes Chairs & Tables, Table water set up to your configuration and packed away) Internet \$5 per hour. Note: If room required before 9am or after 5pm extra cost of \$40 per hour will be charged to your account.	<table border="1"> <thead> <tr> <th></th> <th>Small Meeting 1 – 5</th> <th>Medium Mtg 6 – 15</th> <th>Large Mtg/ 16-45</th> <th>Kitchen Charge (per hire)</th> </tr> </thead> <tbody> <tr> <td>Per Hour</td> <td>\$22</td> <td>\$33</td> <td>\$55</td> <td>N/A</td> </tr> <tr> <td>Half Day 9am – 1pm or 1pm – 5pm</td> <td>\$44</td> <td>\$66</td> <td>\$99</td> <td>\$11</td> </tr> <tr> <td>Full Day 9am – 5pm (or more than 4hrs)</td> <td>\$77</td> <td>\$99</td> <td>\$198</td> <td>\$22</td> </tr> </tbody> </table>		Small Meeting 1 – 5	Medium Mtg 6 – 15	Large Mtg/ 16-45	Kitchen Charge (per hire)	Per Hour	\$22	\$33	\$55	N/A	Half Day 9am – 1pm or 1pm – 5pm	\$44	\$66	\$99	\$11	Full Day 9am – 5pm (or more than 4hrs)	\$77	\$99	\$198	\$22
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Ben Q	\$11 per hour																					
	TOTAL ROOM HIRE																					
Catering per person. (Inc. Kitchen Charge) *Kitchen Charge still applies even with BYO	Tea & Coffee ONLY	Continuous Tea, Coffee & Water (Does not include any food) Half or full day.	Basic \$ 3.00 per person																			
	Morning Tea OR Afternoon Tea	with biscuits	Extra \$ 1.00 per person																			
		with selection of slices or cake etc	Extra \$ 7.00 per person																			
	Lunch (see over)	Selection of Finger Food, eg Sandwiches, Quiche, Soup & Fruit, Fruit/cheese Platter.	\$15.00 per person																			
Or Soup and sandwiches		\$10.00 per person																				
***Special Dietary requirements need to be pre-arranged, and specifics attached to this booking; ie gluten free, vegetarian, nut allergy etc.																						

		TOTAL CATERING:	\$
		TOTAL of all: ROOM HIRE, PERIPHERALS AND CATERING:	\$

Please Note: 24hrs cancellation notice required to avoid being charged the full hire amount.

Tambellup CRC Catering Costs

Updated April 2019

ITEMS	Price Per Person (Inc GST)
MORNING TEA or AFTERNOON TEA	
Unlimited Tea, Coffee, Table Water (no food inc)	\$ 3.00
with Biscuits	\$ 4.00
with Selection Slices or Cakes	\$ 10.00

LUNCH

Selection of Finger Food: e.g. Sandwiches, Quiche/Sausage Rolls, Soup, Fruit & Cheese Platter	\$15.00
Soup and Sandwiches (platter)	\$10.00

**** For outside Groups providing Catering within CRC:**

* Tea, Coffee and water charge of \$3 per head will be retained by Tambellup CRC from catering costs.

* Full Kitchen facility including tea, coffee, sugar, milk, convection microwave, refrigerator, electric oven, cutlery etc provided onsite.

* A Kitchen charge of \$11 will apply to groups who provide their own tea, coffee or catering to cover costs to the CRC associated with providing setting up, cleaning, crockery, linen, urn, power and water.

*Kitchen Charge of \$11 half day or \$22 full day will be retained by Tambellup CRC when catering sourced outside CRC.

Booking a meeting or conference facility means that the Tambellup CRC cannot rent that room out to another party. This represents a cost to the CRC, and you may be charged for a cancelled booking if we do not receive sufficient notice (48 hours) of a cancellation.