

## Booking Form Eccles Room

Seats 40

### Contact Details

Contact person: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Organisation name: \_\_\_\_\_  
Meeting name: \_\_\_\_\_  
Meeting date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Start time: \_\_\_\_:\_\_\_\_ Finish time: \_\_\_\_:\_\_\_\_

### Equipment Required

Data Projector – You may require assistance to set this up  
Audio/Video Equipment

### Catering Beverages

Water and continuous instant coffee and tea (charged at \$2.00 per person, min charge is \$20.00).

### Food catering (to be arranged privately)

None

Penhurst Hospital Ladies Auxiliary

Telephone: 03 5576 5276

Penhurst Newsagency and Takeaway

Telephone: 03 5576 5330

BurnBrae Homestead

Telephone: 03 5576 5590

Café Bagdad

Telephone: 03 5576 5152

Please advise us who is catering for room co-ordination purposes.

Fee is **\$70** per hour for Gov/Corporate/private use.  
Fee is **\$40** per hour for Not for profit.  
Fees capped at **\$200**.  
Fee for local community groups/not for profit within postcode 3289 is **\$50** per annum.

### Room Configuration – You will be responsible for the setup of tables and chairs and returning the room to one of the two approved layouts.

Terms and Conditions apply to the use of the Volcanoes Discovery Centre rooms. You can view the Terms and Conditions by visiting [www.volcanoesdiscoverycentre.com.au](http://www.volcanoesdiscoverycentre.com.au) or by emailing [terms@volcanoesdiscoverycentre.com.au](mailto:terms@volcanoesdiscoverycentre.com.au) for a copy to be sent to you. Please note that as of 1 July 2014 there will be an annual fee of \$50 for local community groups to utilise the meeting room.

**By signing this form you agree to the terms and conditions (if submitted electronically you need to select 'I Agree').**

NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

I accept the Terms and Conditions