

KGT

KGT Employment



Venue Hire Booking Form



Please complete details below and return to KGT via email: reception@kgt.org.au

| | |
|----------------|---------------|
| Company Name: | Contact Name: |
| Email Address: | Phone Number: |

Booking Details -

| | | |
|-------------|--------------|-------------|
| Start Date: | Finish Date: | Total Days: |
| Start Time: | Finish Time: | |

Please tick below for required option

- All Day Event (8 hours)
- Half Day Event (4 hours)
- Weekly Event

Number or attendees expected: _____

Please tick below for required option

| | | |
|--|-------------------------------------|----------------------------------|
| Conference Room <input type="checkbox"/> | Board Room <input type="checkbox"/> | Kitchen <input type="checkbox"/> |
|--|-------------------------------------|----------------------------------|



| Pricing and Requirements | |
|--|-------------------------------|
| Item | ✓ Pricing |
| Room Hire | \$300 per day |
| <i>Up to 4 hours is considered a half day</i> | \$200 per half day |
| Bond / Security Deposit | \$250 one-off fee per booking |
| <i>Upfront cost to cover any damages</i> | |
| Overhead (LCD) Projector | \$35 one-off fee per booking |
| TV - Video Conferencing | \$50 per day |
| Whiteboard | \$15 one-off fee per booking |
| <i>Includes whiteboard markers etc.</i> | |
| Ongoing tea and coffee etc. | \$5 per person per day |
| Catering by Boab Lounge | |
| KGT's social enterprise to upskill local and disadvantaged youth in the Hospitality Industry | |
| Morning Tea | \$8 per person |
| <i>See Catering Menu for Details</i> | |
| Lunch | \$20 per person Cold Meals |
| <i>Option of Cold or Hot Meals</i> | \$25 per person Hot Meals |
| Afternoon Tea | \$8 per person |

Other Requests - please note the number of persons next to check box

Gluten Free # _____ Dairy Free # _____
 Vegetarian # _____ Vegan # _____

Other special requirements please note below:

| |
|---|
| <p>Cancellation Policy Notice must be given at least 2 days prior to your scheduled booking to notify KGT of any changes or cancellations. If 2 days' notice is not given prior to your booking date you will be charged 50% of your total booking fee.</p> <p>Bond KGT reserves the right to request a security bond to cover any equipment. The bond will be an upfront payment of \$250 per booking. This is one-off fee (per booking) and will be refunded in full if no damages occur.</p> <p><input type="checkbox"/> I have read and agree to the above policy</p> <p>Print Name: _____</p> <p>Sign: _____ Date: _____</p> |
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