

## Training Room Bookings

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Our two rooms are available most days, and some evenings for hire.

Our training rooms are located at 134 Durham Road, Sunshine Vic 3020 on a ground floor location with wheelchair access and disability facilities.

We are approx. 14 Km (or 27mins) from Melbourne City and approx. 18 Km (23mins) from Tullamarine airport.

**Free public parking** is available across the road but for only for 4 hours. Limited all day parking is available in the car park if you park against the far back wall.

**Public transport** is conveniently located nearby with a bus stop directly opposite our building (Route 451, 454, 456, and 471) and Sunshine train station is located only one block away on City Place.

**Catering** cannot be supplied however we are close to take away shops.

### **The main features of this facility are:**

Good capacity and flexibility to accommodate up to:

- 25 people in 'theatre' style seating
- 18 in 'boardroom' format (e.g. around a long table);
- 12 people in an U layout (classroom style)

### **The following equipment is included in our low rate:**

- Comfortable ergonomic chairs and tables
- Whiteboard and overhead projector
- Screen for Laptop Presentations
- TV, Video & DVD
- Access to kitchen facilities – including fridge and microwave
- Tea, coffee and milk

**Extra equipment** that can be provided at an additional charge includes:

- Massage tables \$20 per table per day
- Data projector \$150 per day.
- Black & White Photocopying Services available (Monday to Saturday only). Rates are:

<b>Single Photocopying</b>	20 cents per page
<b>Stapled</b>	5 cents extra per bundle

**Hire hours:**

<b>Tuesday</b>	9.00 a.m. - 7.00 p.m.
<b>Wednesday</b>	9.00 a.m. - 5.00 p.m.
<b>Thursday</b>	9.00 a.m. - 7.00 p.m.
<b>Friday - Monday</b>	9.00 a.m. - 5.00 p.m.

*Please Note* – earlier opening and later closing times can be negotiated.

**Hire Rate (includes GST at 10%)** are:

<b>Day Hire (8hours)</b>	<b>Hourly Rate</b>
\$120 per day	Or \$18 per hour

**To Make a Booking:**

- Because of limited availability, it is advisable to ring and confirm availability.
- Bookings must be confirmed by completed Booking Form (attached) to be received at least 5 working days before first day of hire.
- Booking form must indicate the nature of the proposed activity.
- Return the completed signed form to:

**College Administrator,  
PO Box 290 Sunshine Vic 3020  
or Fax: (03) 9311 3501**

**Payment**

**Please ✓ One**

- I am paying in person via cash.
- I am paying cheque or money order. Please allow 10 working days for clearance.
- I am paying a direct deposit. Please email remittance form to college [mail@nctm.com.au](mailto:mail@nctm.com.au)

Direct Deposit Details:  
Bank: ANZ  
Account Name: National College of Traditional Medicine  
BSB Number: 013 822  
Account No. 3487 804 31

- I am paying a deposit/full amount by credit card. Please note we only accept Visa or MasterCard.

Please charge my BANKCARD/VISA/MASTERCARD account

No

Name on card: .....

Expiry: ..... Amount:..... Signature .....

- I wish to be invoiced. Please note all invoices are to be paid within 14 days of services being rendered by NCTM.

**Conditions of Use of Room**

The applicant's signature on the booking form constitutes agreement by the user to comply with the following conditions:

- to restrict use of the building to the areas specified in the booking
- to vacate the room premises by the time specified in the booking
- to comply with all reasonable requests made by staff of NCTM
- to leave the areas used in a clean and tidy condition
- to make good any loss or damage relating to or resulting from the hire: including any extra cleaning
- to comply with the non smoking requirements in all internal areas of the building and the external frontage/entrance area.
- to pay all hire and other charges associated with the hiring agreement within 14 days of involve rendered by NCTM, **including applicable GST charges.**

**Cancellations:** A cancellation charge of 10% will apply to all bookings cancelled at less than 48 hours notice. The hirer will be liable for any other costs that have necessarily been incurred by NCTM in connection with providing any service under the hiring agreement.

**Training Room**

**BOOKING FORM**

*We request to book the NCTM Training Room in accordance with details provided in this form and subject to the terms and conditions of hire as set and advised by NCTM.*

**Dates & Times of Hire** (including set-up and clean-up times)

**1. Single Event or Activity Hire**

Day..... Date: ..... Number of Participants: .....

Time In: .....am/pm Time Out: .....am/pm

**2. Multiple Event or Activity Hire**

	From	To	Time In	Time Out	Number of participants
	Day	Date	Day	Date	
1.	.....	.....	.....	.....	.....
2.	.....	.....	.....	.....	.....
3.	.....	.....	.....	.....	.....
4.	.....	.....	.....	.....	.....
5.	.....	.....	.....	.....	.....

**Type of Event or Activity:** .....

Name of organisation: .....

Street Address: .....Postcode:.....

Postal Address: .....Postcode:.....

Contact Name: .....

Phone: ( ).....Fax: ( ).....Email:.....

**Room Layout:**

- Chairs in conference style       Tables in U layout (classroom style)       Boardroom Table

**Facilities and Equipment**

- Massage Tables - Number .....
- Data projector

**Photocopying & Printing Service**

- I do not require use of the photocopying and printing service
- I would like to use the photocopying and printing service.

Name: ..... Signed: ..... Date:.....