

# Board Room Hire Request Form



Business Name: \_\_\_\_\_ ABN: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date/s required: \_\_\_\_\_

## FACILITIES:

- Data projector
- Printable white board
- DVD

Required (please circle)

Yes / No

Yes / No

Yes / No

## RATES (inc GST):

### Weekday:

Hourly: \$35       Total hours \_\_\_\_\_

Half day: \$95       8.30am – 12.30pm       1.00pm – 5.00pm

Evening: \$155       5.30pm – 9.30pm

Full day: \$170       accessible between the hours of 8.30am and 5.30pm

### Weekend:

Half day: \$120       8.30am – 12.30pm       1.00pm – 5.00pm

Evening: \$220       5.30pm – 9.30pm

Full day: \$210       accessible between the hours of 8.30am and 5.30pm

## Inclusives:

Water

Instant coffee and black tea

Biscuits



CITY OF MITCHAM



CITY OF MARION



THE CITY OF Unley

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➤ 903B South Road CLARENCE GARDENS ➤ p 08 835 1 0227 ➤ f 08 8351 0340 ➤ www.isbec.com.au ➤ abn 30 484 787 660



## Board Room Hire

### Additional Costings:

Brewed coffee	\$3.00 per head	# required	
Muffins	\$5.00 per head	# required	
Gourmet biscuits	\$2.00 per head	# required	
Sandwiches	\$5.00 per head (spread & 2 fillings)	# required	
	\$7.00 per head (spread & 3 fillings)	# required	
Juice	\$3.00 per head	# required	
Platter – Cheese	\$35.00 Small	# required	
Platter – Cheese	\$65.00 Large	# required	
Platter – Meat	\$35.00 Small	# required	
Platter – Meat	\$65.00 Large	# required	
Dips	\$5.00 each	# required	
Carrot sticks	\$5.00 bowl	# required	
Celery sticks	\$5.00 bowl	# required	
Crackers	\$2.90 packet	# required	

Liquor Licence      \$45.00

Wine (inclusive of wine glasses)	Red	\$25.00 per bottle	Shiraz / CabSav
	White	\$25.00 per bottle	SavBlanc / Chard
	Sparkling	\$25.00 per bottle	Chard / Vintage / Red

**AMPLE OFF STREET PARKING AT REAR OF BUILDING**

### **All invoices are due in 7 days**

Payment Methods accepted:

Credit Card / Cheque / Cash / Direct Debit

- Direct Debit

Inner Southern Business Enterprise Centre

BSB: 105 081 Account: 052 962 040

- Credit Card

Card No: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_

Cardholder's Name \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_



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