



## Room Hire - Request Form

Tel: (08) 8941 2344 Fax: (08) 8941 0141 Email: training@dhrc.com

Person of Contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Tel No.: \_\_\_\_\_ Fax No. \_\_\_\_\_

Date(s) Required \_\_\_\_\_

Number of PCs Required? \_\_\_\_\_ Hours required: \_\_\_\_\_

Maximum capacity is 12 people in the room + 1 trainer

Please note the Academy is open at 8:30am and closes 5:00pm – please refer to note below \*

If your training requires software down loaded, you must allow time for the removal of software when training is complete.

Nature of Training \_\_\_\_\_

Hardware Requirements \_\_\_\_\_

### Preloading software @ \$95/hr inc gst

Required  Not Required  If required, time required for pre-loading software and when available to load

\_\_\_\_\_

**Lunch** Yes  No  *If required:* Number of **females** \_\_\_\_\_ **males** \_\_\_\_\_

Sandwiches only \$18/person Yes  No

+ Orange Juice add \$3/person : Yes  No

+ Fruit + \$5/person: Yes  No

+ Muffins x \$6.50 each: Yes  No

If yes to all @ \$32.50/person (incl gst) – please note morning & afternoon tea/coffee and plain biscuits are included in the price below

Please advise if there are any special dietary requirements i.e. vegetarian, if so how many required.

\_\_\_\_\_

