



# NWGIC Training Centre

## Building 412, car park 51

*Please print and fill out the form details below, scan then email to [Robyn Harrington](mailto:Robyn.Harrington@nwgic.com.au)*

Please confirm booking one week prior with Robyn Harrington phone 02 6933 2940

Name of Course/Meeting:

Date(s):

Time Frame: From:

To:

No. Attending:

Coordinator:

Organisation Name:

Address:

Town:

Postcode:

Phone:

Email:

**Please note:**

Hirer is to explain the induction and evacuation procedure to all participants. This explains the location of emergency exits, amenities and mentions some important OH&S issues.

**External hirers will be invoiced as per the charges below:**

**External hirers must also submit a signed indemnity form, downloadable from the [NWGIC website](http://www.nwgic.com.au)**

**Please select Room(s) required:**

Conference Room (\$250/day)

Training Room 1 (\$150/day)

Training Room 2 (\$150/day)

Teaching Lab (\$200/day)

Equipment available: Laptop and projector – conference room only Teleconference facilities - available in all training rooms Electronic white board

## **Room Set Up**

The hirer is responsible for the setup of the room, i.e. Number of chairs and tables and their placements. At completion of use, all chairs and tables are to be returned to the store room and chair storage area.

## **Catering Requirements**

The hirer is responsible for all catering requirements, including morning and afternoon tea. You may bring your own supplies or use an outside caterer.

***Please ensure that all dishes are washed, dried and put away, and the kitchen is left clean. All tables used are to be wiped down.***

## **Weekend and After Hours use of the Centre**

Security will need to be notified that the facility is being used at the weekend or outside business hours. Phone 02 6933 2288, and inform them of the hours that the Centre will be used.

## **Key Collection for after business hours use**

The key is obtainable from reception at the NWGIC, Building 404 car park 55. Please speak to Robyn, 6933 2940

I \_\_\_\_\_ will require the key to the NWGIC Training Centre on \_\_\_\_\_ and will return the key on \_\_\_\_\_.

I will ensure that the building is securely locked when I leave.

## **Agreement**

I \_\_\_\_\_ agree to pay any extra charges for cleaning or damage of equipment in regards to the hiring of the Wine & Food Industry Training Centre.

Signature:

For further information regarding the hiring of the NWGIC Training Centre contact:

Robyn Harrington on 02 6933 2940 Mobile 0447160109

Email: [rharrington@csu.edu.au](mailto:rharrington@csu.edu.au)