

Facility Booking Application

Please fill in all details, sign, and return this form to Lifeline Gippsland
 Email: reception@llg.org.au | Ph: 03 5136 3500 | Website: www.llg.org.au
 Address: Corner Church & Fleming Streets, Morwell, VIC 3840

Facilities available for booking at Lifeline Gippsland include three rooms approx. 4 x 7m each, with movable walls that can transform the space into a double room (approx. 8 x 7m), and all three rooms (approx. 12 x 7m). Hire of any combination of rooms includes use of the fully equipped facility kitchen, break out area, tea and coffee facilities, and access to the facility’s Wi-Fi. All facility rooms are wheelchair accessible, including ambulant bathroom, and free parking within easy distance of the building.

Please note that for requests for outside business hours, including weekends, a phone call to Reception is required.

Room size	Capacity (sitting)	Capacity (standing)	Price per hour (9am-5pm)	Price per hour 6-9:30pm)	Price per day (up to 8 hrs, between 9am-5pm)
Single room	Up to 10 People	Up to 20 People	\$35	\$50	\$190
Double room	Up to 20 People	Up to 35 People	\$60	\$75	\$250
All rooms	Up to 35 People	Up to 45 people	\$90	\$110	\$390

**Prices are inclusive of GST*

Booking details:

Room size required:

Date/s and time/s room is required: _____ to _____

e.g. 21 Mar 2022 14:30 to 21 Mar 2022 17:00

Time required (number of hours): _____

Number attending: _____

Room layout: How would you like us to set up the room?

<input type="checkbox"/> U-shape (typical workshop)	<input type="checkbox"/> Chairs in rows with tables (classroom-style)
<input type="checkbox"/> Chairs around cluster of tables (board meeting-style)	<input type="checkbox"/> Chairs in rows, no tables (seminar-style)
<input type="checkbox"/> Chairs around multiple clusters of tables (cabaret-style)	<input type="checkbox"/> Other: _____

Optional extras:

Item	Price (GST included)	No. units required
Biscuits (500g Assorted Creams)	\$9.75 per pack	
Orange juice (2 litre bottle)	\$7.50	
Apple juice (2 litre bottle)	\$7.50	
Flip chart	\$11.00	

Applicants contact details:

Contact name: _____ Company: _____
Phone: _____ Mobile: _____
Email: _____

Trainer details if different to Applicants:

Contact name: _____ Mobile: _____

Finance contact (for invoicing, if different to applicant details):

Contact name: _____ Phone: _____
Email: _____
Address: _____

Invoices are processed and sent out at the end of each month. Please advise if you require an invoice sooner.

Purchase Order # (if applicable):

Note:

- If you have any queries or if any changes need to be made after the booking is confirmed, please contact Lifeline Gippsland immediately on: 03 5136 3500
- A cancellation fee of 50% of the room charge will apply if the cancellation is received within 3 business days prior to the date for which the booking applies. Cancellations received on the day will incur the full cost of the room charge.
- Tentative bookings will only be held for 3 business days – please confirm bookings ASAP

How did you hear about our facilities?

Previous use Online search Recommended LLG website Other

If Other, please indicate how you heard about us:

I accept and agree to the terms in the Facility Hire Terms & Conditions

Name: _____ Signature: _____ Date: _____