



Logan Women's Health
and Wellbeing Centre

Room Hire Booking Form

Thank you for your enquiry requiring room hire at Logan Women's Health & Wellbeing Centre.

Please complete and fax to 07 3808 9657 or email to admin@loganwomen.com.au

If you have any queries, please call 07 3808 9233.

Contact Details

Organisation:

ABN:

Postal Address:

..... Postcode:

Contact Person:

Contact Phone: Fax:

Mobile:

Email:

Room Hire

Date/s required:

From (am/pm): To (am/pm):

Room/s required:

- Group Room Meeting Room
- Practitioner Room Consultation Room
- Deck

Expected number of people:

Name of event/function (if applicable):

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Agreed room hire cost (incl GST):

- Ongoing booking One-off booking

If ongoing, please specify:

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Office use only:

- PPMP Set Up Copy to TF Day Book Invoice Key: Date out _____ Date in _____

Catering

Catering required? Yes No

If yes, a representative from Tasty Fresh Community Catering will contact you shortly.

Equipment

Whiteboard (FOC) Data Projector (\$20)

Electronic Whiteboard (\$20)

Outdoor gas heaters (\$20)

Other:

Room Set Up

Specialised room set up required? Yes No

Description:

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If yes, a LWHWC representative will contact you shortly. (Please note that charges may apply for set up)

Public Liability

A minimum of \$10 million is required. Please attach a copy of your Certificate of Currency.

Insurance Co:

Expiry Date:

Cover:

Other Information

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Please note that I have read & agreed to the Standard Room Hire Terms & Conditions as outlined on the Room Hire Rates Sheet.

Signature:

Date: / /