

## Training Room Booking Form - Complete all fields

Family Planning NT offers a bright, comfortable training and meeting room available for hire at our convenient Coconut Grove location. Ideal for workshops, meetings, seminars, and small group training sessions, the room includes audiovisual facilities, kitchen amenities, and flexible seating arrangements. Please complete the booking form below to secure your preferred date. All bookings are subject to the conditions of hire outlined in this document. For booking availability, please contact us on 08-8948 0326.

### Contact Details

Organisation Name		
Contact Person		
Contact number	Mobile:	Work phone:
Email		
Address:		

### Booking Details

Booking Details Hire Type (tick one):	<input type="checkbox"/> Full Day – \$180 (+ GST) <input type="checkbox"/> Half Day – \$115 (+ GST) <input type="checkbox"/> Evening – \$115 (+ GST)	
Date(s) of Hire		
Start Time- End Time		
Expected Number of Participants:		
Purpose of Hire (e.g., training, meeting):		
Teleconference/ Videoconference Facilities Required	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Facilities Required	<input type="checkbox"/> Smartboard <input type="checkbox"/> AV Equipment <input type="checkbox"/> Kitchenette Use	<input type="checkbox"/> Tables and Chairs Outdoor Seating <input type="checkbox"/> Area Chairs <input type="checkbox"/> Special Requirements (if any):

## Images of Training Room



**Payment Method:** Select your preferred payment method.

- ☐ **DEBIT CARD/CREDIT CARD-** By selecting this method you consent FPWNT to deduct agreed amount from your nominated card.

DEBIT /CREDIT CARD DETAIL:

Type of Card	VISA / Master Card
Name on Card	
Card Number	
Expiry Date	
CCV Number	

*Note -These details will be shredded once payment is deducted and received in FPWNT account.*

- ☐ **BANK Transfer** - Please use the following details to make a bank transfer to FPWNT.

- Account Name: Family Planning Welfare Association of NT Inc.
- Bank Name: ANZ Bank
- BSB: 015-883
- Account Number: 352609135
- Reference: [Organisation name / Hiring Date]

## Conditions of Hire

- Payment required prior to booking
- Public Liability Insurance must be provided
- Room must be left clean and tidy
- Milk, biscuits, and catering are the hirer's responsibility
- Furniture and kitchenware must be returned to original positions
- All appliances and air conditioning must be turned off after use
- Building must be secured upon departure
- Keys must be arranged for bookings outside office hours

## Important Venue Access Note

The Meeting Room is separate from Family Planning NT's main premises.

Please note that parking and entry is at Unit 14, 1 Caryota Court, behind the Clock Tower Units.

## Training Room Features

- Seating for up to 25 people (theatre style) or 15 at tables
- Smartboard and AV equipment available at no extra charge (laptop not included)
- Teleconference/Videoconference facilities available (extra cost)
- Public Transport: Bus No. 4 stops outside
- Parking facilities on site
- Wheelchair accessible
- Kitchenette with tea and coffee facilities, crockery, cutlery, fridge, and microwave
- Restroom facilities available

## Refund Policy

No refund will be available if cancellation occurs within one week of the commencement of the hire period.

A full refund may be issued for cancellations made more than one week in advance.

## Declaration

I confirm that I have read and understood the Conditions of Hire, Refund Policy, and Venue Access Instructions. I agree to abide by all terms and accept responsibility for the use of the facility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Submit this form.

- Complete this form and email it to [admin@fpwnt.com.au](mailto:admin@fpwnt.com.au)