



# NEWCASTLE COMPUTER TRAINING

18 Wood Street, Newcastle West, NSW, 2302 Ph: 4962 40404 Fax: 4962 4141

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## **BOOKING CONFIRMATION FORM – ROOM HIRE**

Dates Required: .....

Times Required: .....

No. of participants: .....

Trainer Name (if given): .....

Participant Names (if given):

- |          |           |           |
|----------|-----------|-----------|
| 1) ..... | 6) .....  | 11) ..... |
| 2) ..... | 7) .....  | 12) ..... |
| 3) ..... | 8) .....  | 13) ..... |
| 4) ..... | 9) .....  | 14) ..... |
| 5) ..... | 10) ..... |           |

Lunch Required:

Lunch Requirements (eg. Special dietary needs): .....

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Other Requirements: .....

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.....

Your Contact details:

Company .....

Phone .....

Fax No. ....

Payment options:

Cheque – made payable to “Newcastle Computer Training”

Direct Deposit – St George Bank, BSB: 112-879, Acct.#: 0435 388 21

**Fax or Email this form and send the deposit to confirm your booking.**

Please note:

- \$605 (Inc GST) single 7.5 hour day, less for extended hire, most facilities inclusive. Includes reasonable internet usage.
- NOTE: Room Hire requires 25% Booking Fee - Refundable if we can reallocate room.