# MEETING ROOM BOOKING

### 1. MEETING ROOM BOOKING

Thanks for your interest in the International Coach Guild.

To enable us to process you reservation, please return the booking form to us fully completed and signed. As soon as we receive the signed copy from you, we will confirm the booking and forward an invoice. **Full payment is due 7 days prior to the first date of room hire.**

### 2. ICG ROOM PRICING

As an ICG Associate Member you will receive the following reduced rates:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DURATIONS | FULL PRICE (AUD $) | ASSOCIATE  MEMBERS DISCOUNT RATE (AUD $) | RECOGNISED MEMBERS DISCOUNT RATE (AUD $) | NUMBER OF ATTENDEES |
| * 1 HOUR | $60 | $40 | $20 |  |
| * HALF DAY | $160 | $80 | $60 |  |
| * 1 DAY | $300 | $150 | $110 |  |

### 3. STANDARD MEETING ROOM HIRE

Standard meeting room hire includes:

* Access to meeting room with use of projection equipment
* No room set up, a staff may arrive early to configure room
* Kitchen facilities
* Gorgeous reception area for lounging amongst a small group
* Fridge
* Espresso Machine
* Black glass white board
* Board room seating and table for ten
* Eftpos facilities
* Wifi connection

### 4. MEMBERS DETAILS

Please fill in all of the details below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name: |  | Last Name: | |  |
| Address: |  |  |  | |
| Postcode: |  | State: |  | |
| Telephone: |  |  |  | |
| Email Address: |  |  |  | |
| ICG Membership Number: |  | Date & Time of Room Booking: |  | |

### 5. PAYMENT DETAILS

Please fill in all of the details below:

|  |  |  |  |
| --- | --- | --- | --- |
| Payment Method: | Credit Card (continue below) | EFTPOS/Cash (in person only) | |
| Credit Card: | Visa | MasterCard | |
| Name on Card: |  |  |  |
| Card Number: |  |  |  |
| Expiry Date: |  |  |  |
| Signature: |  | Signed Date: |  |
|  | |  | |

|  |  |
| --- | --- |
| FOR OFFICE USE ONLY | CONFIRMATION OF BOOKING& DATE: |