



### **YACHTING QUEENSLAND'S TRAINING FACILITY**

Yachting Queensland has a modern facility that can be used for training courses, meetings, displays or seminars. The facility can comfortably hold up to forty people for a meeting. There is overhead digital projection equipment, whiteboards, tables and chairs. The room is air conditioned and opens out onto a balcony that overlooks the Manly Marina. There is a small kitchen with a stove, dishwasher, microwave and refrigerator. Male and female toilets. Photocopying facilities are also available. There is self contained accommodation downstairs for up to twenty people (See the link for YQ Accommodation on the YQ homepage).





## **MEETING ROOM BOOKING TERMS AND CONDITIONS**

Yachting Queensland's Meeting Room is a medium sized venue that accommodates up to forty people. Full kitchen facilities are available should you wish to cater for your guests.

### **Rates (Non YQ Members)**

|                  |          |
|------------------|----------|
| Full Day Booking | \$150.00 |
| Evening Booking  | \$100.00 |

### **Rates (YQ Members)**

Free to YQ Members for meetings/presentations. \$50 Cleaning fee for functions.

### **Equipment Hire**

Tables and Chairs - YQ has 22 chairs and 7 tables available. YQ can hire more chairs and tables from outside sources at extra cost should more be required.

### **Audio Visual Equipment**

The following equipment is available as part of the room hire:

- Digital projector
- Screen
- Sound system
- Internet Connection
- Video and DVD
- TV Channels

### **Booking Confirmation**

To confirm your booking, Yachting Queensland will require a 40% deposit of the total booking fee.

### **Refund Policy**

Should you need to cancel or change your booking and are unable to provide at least two days notice, Yachting Queensland would be obligated to charge 40% of the Meeting Room fee.

## MEETING ROOM BOOKING FORM

\*Please complete the section below IN FULL and return to Yachting Queensland

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Contact number: (W) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email \_\_\_\_\_

### ***BOOKING DETAILS***

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_\_

End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_\_

Please indicate the number of persons attending this meeting \_\_\_\_\_

Will you require any AV equipment? \_\_\_\_\_

Please indicate the number of chairs \_\_\_\_\_

Please indicate the number of tables \_\_\_\_\_

### ***PAYMENT DETAILS***

**Cheque:** made payable to Yachting Queensland

**Credit Card:** MasterCard Visa Bankcard (please circle)

Card number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Expiry Date: \_\_/\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**Direct deposit to:** Queensland Yachting Association  
BSB 034-058 Account 154649  
Bank: Westpac Bank Morningside Branch

Please send advice of deposit by fax to: 07 3393 6799 or e-mail to: [office@qldyachting.org.au](mailto:office@qldyachting.org.au)

**Your booking is not confirmed until you have received a Confirmation of Booking email from Yachting Queensland.**