

**Does your company need to do corporate training but lack a training facility?**

Forsythes Training has world-class training facilities with a number of dedicated training rooms.

Rooms can be hired for full day or half day. Standard business hours are from 8.30am to 4.30pm Monday to Friday; however access to training rooms after hours can be arranged if required. Additional charges may apply to afterhours room hire.

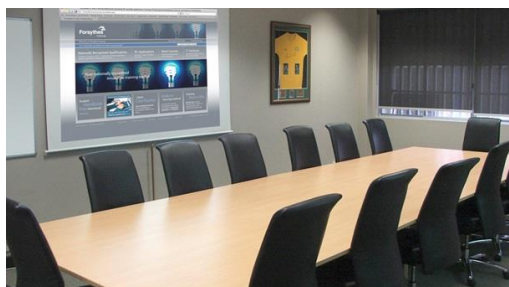
In addition to our versatile training rooms we also offer a student break-out area where students can read the paper, watch television and enjoy a selection of tea, coffee, juice and biscuits.

We believe in our promises to our employees, our students, our customers and our partners. When you rent a room at our facility, you can feel assured that your event will be our event as well. We have dedicated IT support and administrative staff available for all your needs.

**Location**

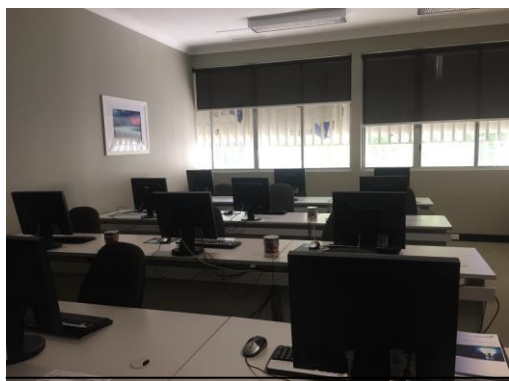
Forsythes Training is centrally located in Newcastle West with a number of hotels and public transport nearby. Address: Forsythes Training, Level 1, 9 Denison Street Newcastle West NSW 2302

**Rooms**



**Room 1 – Boardroom/Meeting Room**

- Capacity:** 15 participants + 1 instructor
- Daily Rate:** \$400 + GST per day
- Facilities:** 15 seat boardroom/professional development training room  
Dual ceiling-mounted projectors  
Wi-Fi access for participants and instructor  
2x whiteboards



**Room 2 – Computer/Training Room**

- Capacity:** 12 participants + 1 instructor
- Rate:** \$1000 + GST per day
- Facilities:** 12 seat training room, lecture style setup  
  
Ceiling-mounted projector  
Wi-Fi access for participants and instructor  
Whiteboard



**Room 4 – Computer/Training Room**

- Capacity:** 12 participants + 1 instructor
- Rate:** \$1000 + GST per day
- Facilities:** 12 seat training room, lecture style setup  
  
Ceiling-mounted projector  
Wi-Fi access for participants and instructor  
Whiteboard

## Room Setup

Full setup instructions, files and/or software must be received at least two weeks prior to the scheduled date.

Forsythes Training is happy to assist with general room set up however for advanced room setup an hourly charge of \$80 + GST may apply.

Whilst every effort will be made to follow your installation process, Forsythes Training takes no responsibility for the installation or performance of customised software. You should ensure that your facilitator arrives early to check software setup prior to commencement of course.

## Catering

Complimentary tea, coffee, juice and biscuits are available at all times throughout the day.

Forsythes Training can organise catering for lunch, morning tea and/or afternoon tea at an additional cost. Please indicate on your booking request form if catering is required and further information will be provided.

Lunch options may include mixed gourmet sandwiches or wraps, and morning tea or afternoon tea options include mixed cakes and slices or fruit platter. We can also cater for specific allergies and intolerances where required.

## Further Questions

If you would like further information on any of our available rooms, please call our office on **02 4922 0122** and speak with our friendly staff.

Alternatively you can email your enquiry to [training@forysthestraining.com.au](mailto:training@forysthestraining.com.au)

## Room Hire Booking Request Form

Return completed form to: [training@forsythestraining.com.au](mailto:training@forsythestraining.com.au)

### Step 1 Order/Booking Contact

Booking Contact Name	
Booking Contact Email	
Booking Contact Phone	

### Step 2 Invoicing details

Invoice to (tick)	<input type="checkbox"/> Individual	<input type="checkbox"/> Company
Company name (if applicable)		
Address		
Suburb & Postcode		
Email invoice to		
Accounts Contact		Accounts Phone

### Step 3 Room Hire Details

Training Room	<input type="checkbox"/> <b>Room One:</b> Boardroom/Meeting Room \$400 + GST per day <input type="checkbox"/> <b>Room Two:</b> Computer/Training Room \$1000 + GST per day <input type="checkbox"/> <b>Room Four:</b> Computer/Training Room \$1000 + GST per day
Date(s)	
Client	
Brief Course Description	
No. of participants	
Catering Required: (Further details will be provided if selected)	<input type="checkbox"/> Morning Tea. Numbers: <input type="checkbox"/> Lunch. Numbers: <input type="checkbox"/> Afternoon Tea. Numbers:

### Step 4 Setup/Software Requirements

Please specify the room setup and/or software requirements below.

Bookings will not be finalised until full setup instructions and/or software has been received.

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### Step 5 Payment Details

Payment Method (tick)  *Please ensure the details provided in Step 2 are correct  *An invoice will be emailed to you the Friday after your course commencement date.	<input type="checkbox"/> Direct Deposit (Deposit funds into Forsythes Training Account: NAB Newcastle, BSB 082-748, Acct 138 578 788)
	<input type="checkbox"/> Credit Card (Visa or MasterCard. A 3% processing fee applies to all credit card payments – capped at \$25. Payment can be made online or over the phone)
	<input type="checkbox"/> Purchase Order (Pre-approved account holders only – please ensure a copy is emailed) PO number:
	<input type="checkbox"/> Cheque (Please make cheques payable to Forsythes Training)

### Step 6 Notes, comments or additional instructions

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### Step 7 Terms & Conditions

**BOOKING CONFIRMATION:** Bookings will be confirmed via email prior to course commencement.

**PAYMENT POLICY:** With the exception of approved Corporate Accounts all course fees must be paid 10 days prior to course commencement. For approved Corporate Accounts, payment is due 30 days from date of invoice. Failure to comply with the 30-day credit period will necessitate payment in advance for future training. Please note: A Purchase Order must be raised and sent through prior to training. For further information on our payment policy, please see the student handbook which is located on our website at [www.forsythestraining.com.au](http://www.forsythestraining.com.au).

**CANCELLATION/REFUND POLICY:** The full fee is charged for cancellation of any booking within 10 working days of room hire commencement. A surcharge will be applied for transferring any booking within 10 working days of course commencement. Requests for such transfers must be received in writing and acknowledged by Forsythes Training. Please refer to Forsythes Trainings cancellation/refund policy in the student handbook which is located on our website at [www.forsythestraining.com.au](http://www.forsythestraining.com.au).

\*\*I have reviewed the booking details and confirmed course details.

\*\*I agree to comply with the displayed Terms & Conditions

Your Name:

Date: