



BUSINESS TRAINING & FUNCTION CENTRE

VENUE HIRE

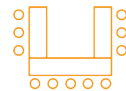
Searching for the right venue to host your next function or event can seem like a monumental task, luckily Master Builders' fully furnished function rooms have you covered! Conveniently located minutes from the centre of Albany, these state-of-the-art rooms are ideally suited for just about anything you may require, including conducting meetings, conferences, training and trade evenings.



FEATURES

- ✓ Air-conditioned.
- ✓ Ample parking for all guests.
- ✓ Meeting/seminar/conference and training configurations.
- ✓ Bright and modern decor with natural light.
- ✓ Latest technology and range of equipment.
- ✓ In-house catering or bring your own.
- ✓ Dedicated coordinator.
- ✓ Wi-Fi available.
- ✓ Facilities for tea and coffee in-room.

ROOM ARRANGEMENTS



U-Shape
26 PAX Per Room
52 PAX Combined



Classroom
26 PAX Per Room
52 PAX Combined



Theatre
40 PAX Per Room
100 PAX Combined



Cocktail
40 PAX Per Room
80 PAX Combined



Dinner
40 PAX Per Room
80 PAX Combined

With plenty of room available for almost any kind of function, such as training programs, seminars, trade events or meetings, the venue comes fully equipped with an array of seating and table options to suit any requirements.

Each room is also furnished with a kitchen area for tea, coffee and a choice of catering options, so all the hard work is done for you!

Can't see an arrangement that suits your needs? Contact us to find out how we can tailor the rooms to best suit your individual event.

TO BOOK, CONTACT:

@ albany.reception@mbawa.com ☎ (08) 9841 6232 🌐 www.mbawa.com

📍 30 Graham Street, Albany WA 6330

PRICING

Master Builders Business Training & Function Centre Venue Hire offers a range of flexible options to suit your needs and budget. We also offer state-of-the-art equipment for additional hire. *Prices inclusive of gst

Training Room Hire

Half day minimum \$250 Per Room
 All Day Rate 8:30am - 4:30pm \$385 Per Room
 Weekly Hire (5 Days) \$1425 Per Room

Equipment

Data Projector \$50 Per Day
 White Board \$25 Per Day
 Flip Chart \$30 Per Day
 Wi-Fi \$20 Per Day

Combined Room Hire

Half Day minimum \$500
 All Day Rate 8:30am - 4:30pm \$750
 Board Room All day \$325
 Board Room Weekly \$1250

Catering

Tea and Coffee \$4.00 Per Person
 Tea, Coffee and Juice or Biscuits \$6.00 Per Person
 All day Tea and Coffee \$6.00 Per Person
 Various meal and break catering Available on request

BOOKING DETAILS

Contact Name:		Company/Organisation:	
Address:			
Phone:		Email:	
Function Date/s: / /	2nd Date: / /	3rd Date: / /	4th Date: / /
Time/s:	2nd Time:	3rd Time:	4th Time:
Number Attending:			

1. Enclosed find my cheque for \$		made payable to Master Builders	
2. Please debit my <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard		Amount \$	
Card Number:		Card Expiry:	
Card Holder's Name:		Signature:	
3. Direct Credit within one working week of \$		Reference: Hire Company Name	
made payable via bank account:			
BSB: 306-051 Account: 0389251			

TERMS & CONDITIONS

To assist us in ensuring the success of your function, we would appreciate that you abide by the following terms and conditions. If you have any queries on the following, do not hesitate to ask.

Confirmation

You must confirm final numbers and room set-up at least 5 days prior to the date of the function.

Payment

Payment is required at least 7 days in advance of the function date.

Cancellations

Up to 14 days prior to the booking date incur a fee of half the total booking cost, and cancellations up to 7 days prior to the booking date incur a fee for the whole booking cost.

Vacating the room

The function holder must vacate the room at the scheduled times. If the function should continue beyond the agreed finishing time an additional session cost may be charged. When vacating the room please ensure that you turn off all electrical equipment including the projector (if applicable) and leave the room in a neat and tidy condition.

Responsibility

Master Builders will not accept responsibility for any damages to, or loss of, property that is left in the room. Function organisers are financially responsible for damages sustained to the function room, or any part of the centre, by the organisers, guests or any other persons attending the function.

With display and signage - nothing is to be nailed, screwed, stapled or adhered to the wall, door, window or any other surface or part of the building without prior approval. If approval is given, but the walls are damaged, the organiser will be financially liable for the damage caused.

Equipment

All equipment, chairs and tables etc. must stay in the function room. Nothing is to be taken out of the function room or used outside the room. By signing above, you acknowledge and accept these terms and conditions. You must sign and return this form along with the booking sheet in order for Master Builders to accept your booking.

Goods & Services Tax

All prices are GST inclusive. This document will be an invoice upon payment.

Incidentals

Supply of photocopying, printing and stationary requirements will be charged accordingly

Conditions of Use

Hirers are responsible for after function cleanup unless a cleaner has been arranged with staff (additional cleaning cost of \$55 will apply depending on function type.) Any variation to stated conditions is subject to prior approval and additional charges may apply.

I agree to the terms and conditions.

Name: _____

Signed: _____

Date: _____