



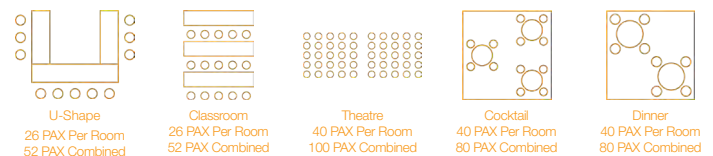
## Business Training & Function Centre | Venue Hire - Geraldton

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 Geraldton, 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
- ☑ Wi-Fi available
- ☑ Facilities for tea and coffee in-room

### Room Arrangements



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:

geraldton@mbawa.com or (08) 9921 5061

# 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 (3hrs)	<input type="checkbox"/> \$250 Per Room
All Day Rate 8:30am - 4:30pm	<input type="checkbox"/> \$385 Per Room
Weekly Hire (5 Days)	<input type="checkbox"/> \$1425 Per Room

### Equipment Hire and Services

Data Projector	<input type="checkbox"/> \$60 Per Day
White Board	<input type="checkbox"/> \$25 Per Day
Flip Chart	<input type="checkbox"/> \$30 Per Day
Wi-Fi	<input type="checkbox"/> \$20 Per Day
After Hours Security	<input type="checkbox"/> \$60

### Combined Room Hire

Half day minimum	<input type="checkbox"/> \$400
All Day Rate 8:30am - 4:30pm	<input type="checkbox"/> \$600

### Room Arrangements

U-Shaped	<input type="checkbox"/> 26 PAX p/room	<input type="checkbox"/> 52 PAX Combined
Classroom	<input type="checkbox"/> 26 PAX p/room	<input type="checkbox"/> 52 PAX Combined
Theatre	<input type="checkbox"/> 40 PAX p/room	<input type="checkbox"/> 100 PAX Combined
Cocktail	<input type="checkbox"/> 40 PAX p/room	<input type="checkbox"/> 80 PAX Combined
Dinner	<input type="checkbox"/> 40 PAX p/room	<input type="checkbox"/> 80 PAX Combined

### Catering

Tea and Coffee	<input type="checkbox"/> \$4.00 Per Person
Tea, Coffee and Juice or Biscuits	<input type="checkbox"/> \$6.00 Per Person
All day Tea and Coffee	<input type="checkbox"/> \$6.00 Per Person
Various meal and break catering	<input type="checkbox"/> Available on request
BYO Catering surcharge	<input type="checkbox"/> \$50
Tablecloths	<input type="checkbox"/> \$10

# Booking Details

Contact Name:		Company/Organisation:	
Address:			
Phone:		Email:	
Function Date/s:	2nd Date:	3rd Date:	4th Date:
Set-up time/s:	2nd Time:	3rd Time:	4th Time:
Attendee arrival time/s:	2nd Time:	3rd Time:	4th Time:
Finish 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		Amount \$	
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard			
Card Number:		Card Expiry:	CW:
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.

#### 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.

#### Business Hours

\*Standard business hours are 8.30am to 4.30pm, any times required outside of these hours (including set up or bump in times and pack down post event) may incur additional charges as noted above

I agree to the terms and conditions.

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

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



# EVACUATION DIAGRAM

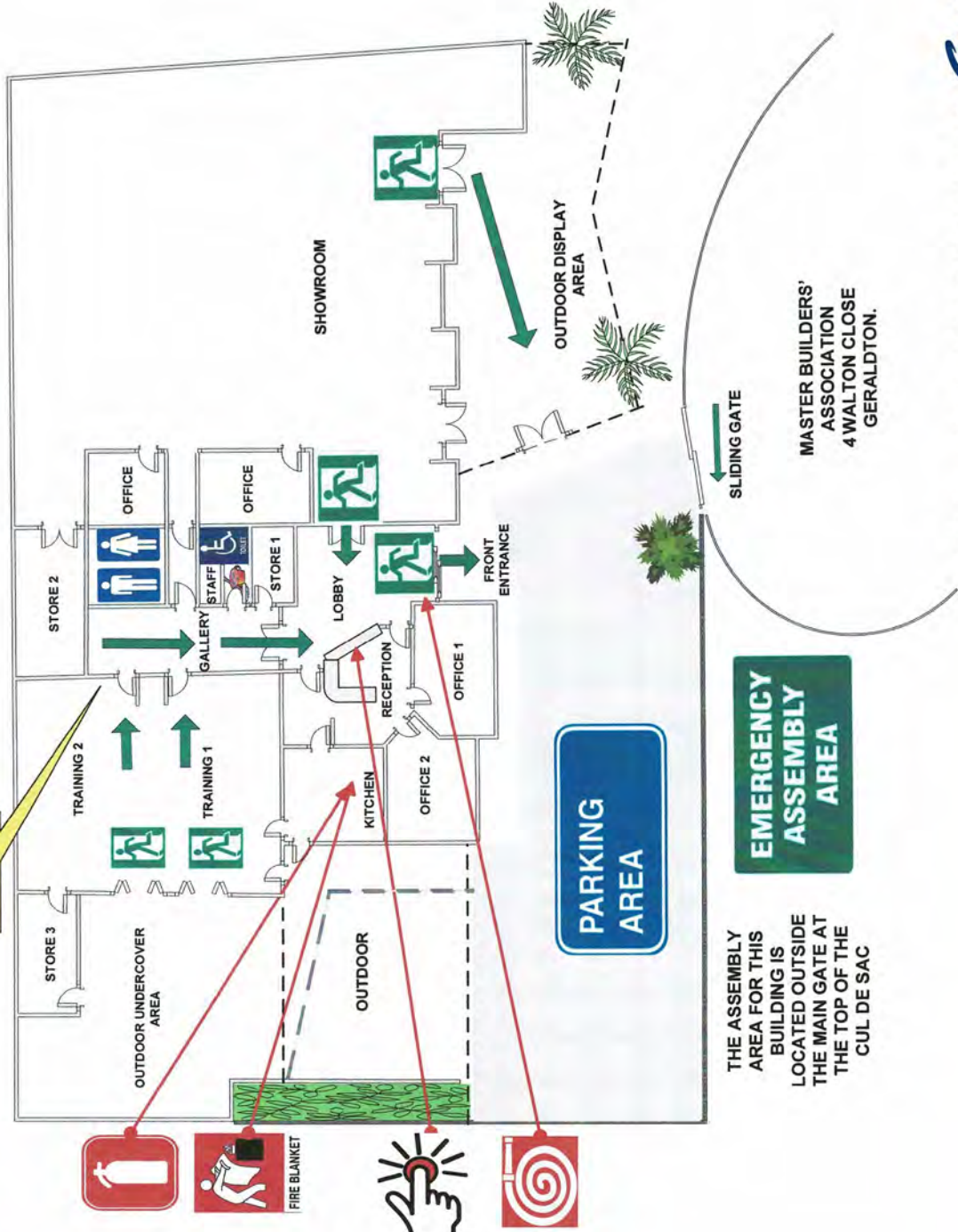
## MASTER BUILDERS ASSOC. GERALDTON

- When the EVACUATION ALARM sounds CLEAR the building of ALL Staff and Customers
- Following instructions from your WARDEN TEAM Evacuate to the ASSEMBLY AREA located outside the main gate at the top of the Walton Close Cul de Sac.
- ENSURE someone has called '000' on a mobile from OUTSIDE the building.
- REPORT to your WARDEN or the attending EMERGENCY SERVICES.
- DO NOT RETURN until the EMERGENCY SERVICES advise "ALL CLEAR"

LEGEND	ICON
Alarm Point	
DP Fire extinguisher	
Fire Hose Reel	
Emergency Exit	
Fire Blanket	



YOU ARE HERE



THE ASSEMBLY AREA FOR THIS BUILDING IS LOCATED OUTSIDE THE MAIN GATE AT THE TOP OF THE CUL DE SAC

EMERGENCY ASSEMBLY AREA

PARKING AREA

SLIDING GATE

MASTER BUILDERS' ASSOCIATION  
4 WALTON CLOSE  
GERALDTON.

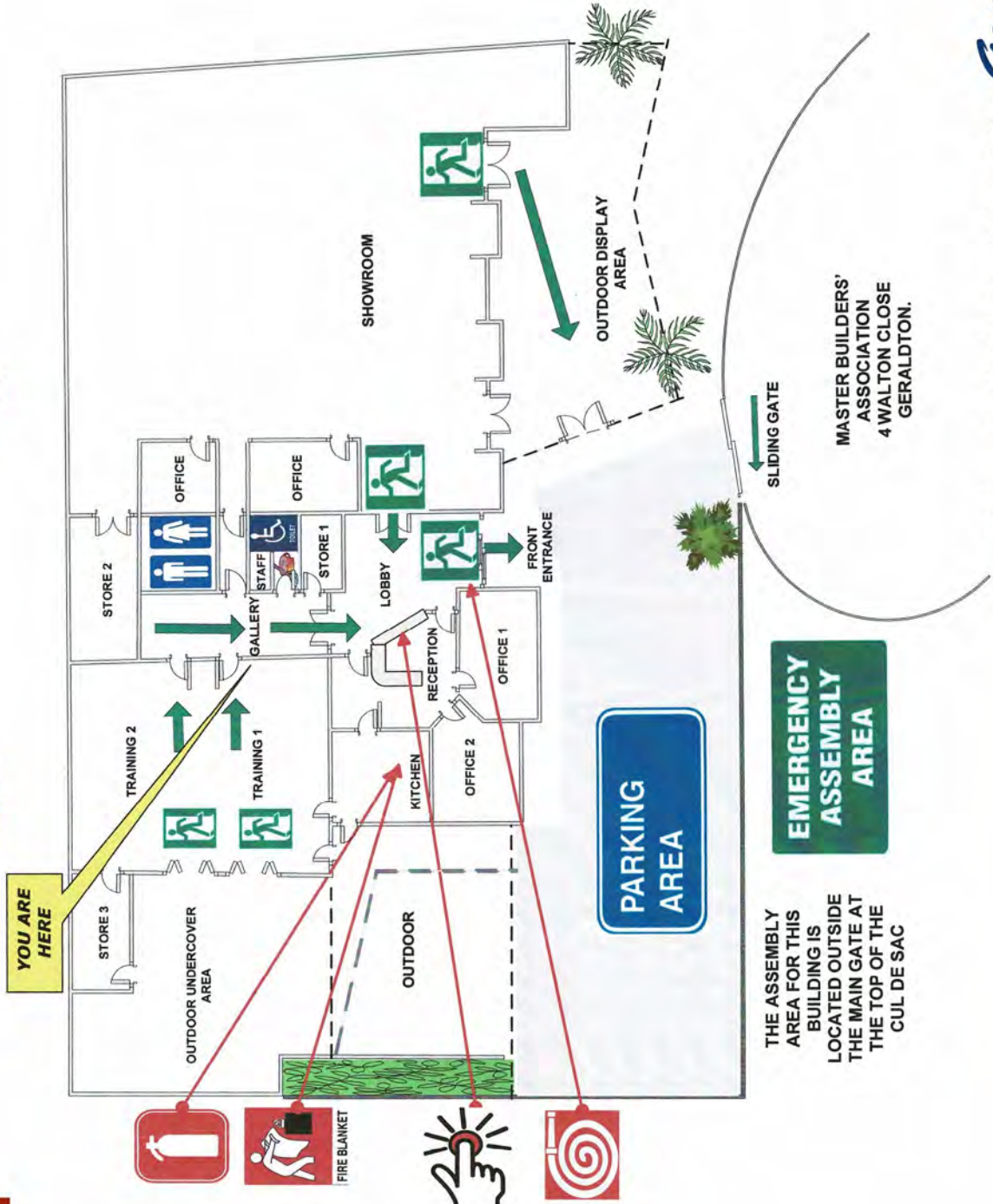


# EVACUATION DIAGRAM

## MASTER BUILDERS ASSOC. GERALDTON

- When the EVACUATION ALARM sounds CLEAR the building of ALL Staff and Customers
- Following instructions from your WARDEN TEAM Evacuate to the ASSEMBLY AREA located outside the main gate at the top of the Walton Close Cul de Sac.
- ENSURE someone has called '000' on a mobile from OUTSIDE the building.
- REPORT to your WARDEN or the attending EMERGENCY SERVICES.
- DO NOT RETURN until the EMERGENCY SERVICES advise "ALL CLEAR"

LEGEND	ICON
Alarm Point	
DP Fire extinguisher	
Fire Hose Reel	
Emergency Exit	
Fire Blanket	



THE ASSEMBLY AREA FOR THIS BUILDING IS LOCATED OUTSIDE THE MAIN GATE AT THE TOP OF THE CUL DE SAC

**EMERGENCY ASSEMBLY AREA**

**PARKING AREA**

MASTER BUILDERS' ASSOCIATION  
4 WALTON CLOSE  
GERALDTON.

This document produced Thursday 9<sup>th</sup> January, 2020 by  
Valid until this date 2025

