

Please complete the form below when requesting to book the eLearn Centre. Email the completed form to [admin@woreess.eq.edu.au](mailto:admin@woreess.eq.edu.au). More information can be found on the Woree SS website: [www.woreess.eq.edu.au](http://www.woreess.eq.edu.au).

You will be contacted, via email, once confirmation is made regarding availability of the Centre for the day/s required.

<b>Name of Organisation:</b> _____	
<b>Name of Workshop/Conference:</b> _____	
<b>Date/s required:</b> _____	
<b>Times required:</b> _____	
<b>Contact:</b>	
Name: _____	
Phone number: _____	Email address: _____
<b>Double Room required:</b> Yes/No (50 max.)	<b>Single Room only required:</b> Yes/No (30 max.)
<b>No. of participants:</b> _____	<b>Technical Assistance Required:</b> Yes/No (\$50/hour)
<b>Invoice to be forwarded to (if different to contact):</b>	
Name: _____ Email address: _____	
<b>Other information:</b> _____	
_____	

**Costing for hire:**

Double Room	Single Room
Full Day \$200 Half Day \$100 (max. 3 hrs)	Full Day \$100 Half Day \$60 (max. 3hrs)

Catering is to be organised by the Co-ordinator of the workshop/conference. Dietary requirements are to be negotiated directly with the catering organisation. A suggestion for catering is:

Woree SS P&C Tuckshop  
 Tanya Boyce  
 Telephone: 0405063023/40549124  
 Email: [woreesstuckshop@gmail.com](mailto:woreesstuckshop@gmail.com)

<b>Office Use Only</b>	
<b>Approved:</b> Yes/No	If no, reason: _____
<b>Date contact emailed regarding booking:</b> _____	
<b>Cost for booking:</b> _____	<b>Invoice Number:</b> _____
<b>Processed by:</b> _____	<b>Date:</b> _____