

## Training Room Hire Information Sheet

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Do you need a venue for your next training session, meeting or seminar? Located only 20 kilometres from the Brisbane CBD, Workplace Training offers you the perfect solution to your needs.

Positioned in the heart of Wynnum and only 1 minute walk from Wynnum train station, Workplace Training offers you an array of complimentary services with our standard room hire rates.

Spacious, fully equipped and with new, state of the art facilities we welcome you into an environment conducive to any training needs.

### *How much does it cost?*

#### **Monday – Friday**

- **\$300.00** (plus GST) Monday - Friday (8 hours)
- **\$45.00** per hour (plus GST) Monday – Friday (0.5 - 7 hours)

#### **Weekends and Public Holidays**

- **\$500.00** (plus GST) Saturday, Sunday & Public Holidays (one price only)

*(Available 8.00am to 4.00pm or 9.00am to 5:00pm, daily)*

### *Complimentary Features*

- Tea and Coffee Station
- Assortment of Plain Biscuits
- Refreshing Mints on each Table
- Cold Water Urn
- Adjustable Projector and Screen
- TV and DVD Player
- Mobile White Board
- Surround Sound System
- Private Kitchenette
- Bathrooms
- Student Register
- Air-conditioning
- On-site Car-parking

### *Catering\**

*\*Delivery fee of \$15.00 applies to all catering orders*

While our room hire fees include complimentary services, if you wish to organise additional services, such as catering, Workplace Training can organise this for you for a minimal price.

#### **Morning Tea**

Scones w/ Jam & Cream	\$2.50ea
Mixed Sweet Muffins	\$2.50ea
Mini Bacon & Egg Pies	\$3.20ea

#### **Platters (for 5 people and over)**

Fresh Fruit Platter	\$4.50pp
Sweet Platter	\$5.00pp
Cheese & Fruit Platter	\$6.00pp
Cheese, Fruit & Nit Platter	\$6.50pp
Antipasto Platter	\$7.50pp

### Lunch

Mixed Sandwiches ( <i>min of 6</i> ) – ½ rounds recommended per person	\$5.00/round
Wraps ( <i>min of 5</i> )	\$6.00

### Canapés

Gourmet Sausage Rolls	\$2.00ea
Filos w/s Spinach and Feta	\$2.00ea
Filos w/ Chicken, Mushroom & Spinach	\$2.00ea
Quiche - Lorraine	\$2.00ea
Quiche - Spinach and Feta	\$2.00ea
Arrancini w/ Prosciutto, Pine nuts and Cheese	\$2.00ea
Italian Meat Balls	\$1.50ea

### Individual Salads

Roast Chicken, Pumpkin, Feta, Spinach, Black Olives & Pine Nuts ( <i>min of 6</i> )	\$6.00pp
Tuna, Potato, Green Beans, Tomato, Onion, Black Olives & Boiled Egg ( <i>min of 6</i> )	\$6.00pp
Vegetarian Cuscus, Roast Pumpkin, Black Olives, Pine Nuts, Red Onion & Spinach ( <i>min of 6</i> )	\$6.00pp

### Other Services

As well as our amazing room hire prices, as an additional service available to you, Workplace Training also caters for your business and administrative services and needs. Be it faxing, scanning or printing or if you need help coordinating and marketing your training, we can provide these services to you for a small additional fee.

### Administration Services

1. Add course information onto website for advertising	\$30 per training session
2. Organise and post/email mail outs	POA - Price dependant on quantity
3. Receive R.S.V.P's & process confirmations	\$2.50 p/p attending
4. Fielding, pursue and track enquiries	\$150 per training session
5. Receive & process payments	\$2.50 p/p attending
6. Printing, collating & assembling	POA - Price dependant on quantity
7. Provide registration of trainees on training day	Included In Room Fee - Please advise if you would like this service

### Business Centre Services

1. Black and White Photocopying and Printing	\$0.13/page (black and white only)
2. Binding (inc. labour)	\$2.75/booklet
3. Faxing	\$0.80 (1 <sup>st</sup> page), \$0.20 (per additional page)
4. Ball point pens	\$0.50 each
5. White board markers	\$3.50 each
6. A5 Note-pads	\$2.00 each
7. Typing and Reception Duties	\$5.25/15min block