** BADAC Tree Room**

**Bookings InCluding Attendance numbers must be**

**confirmed ONE week before EVENT**

Contact Name:

Name of Organisation:

Date required: Time:

**\*\*\*ADMIN TEAM WiLL BE IN TOUCH TO CONFIRM DATE AVAILABILITY\*\*\***

Number of participants (60 people maximum):

Email:

Contact number:

May be configured to suit your business needs Room Hire  
• U Shape   
• Boardroom Style Full Day: $300.00  
• Theatre Style Half Day: $150.00  
• Round Tables Available

BADAC Office use only: Approved 🞏

Signed: Date:

**PLEASE NOTE:** BADAC venues are SMOKE FREE environments and all room hire agreements include a NO SMOKING policy. Guests are not to smoke within 20 metres of BADAC property.

Food/drink/catering not provided.

IT-Able to provide TV screen for PowerPoint presentations – laptop computer to be provided by the occupants on the day.

Room hire includes: Tables, chairs, microphone. TV Screen for PowerPoint presentations, HDMI cable to connect Laptop.

BADAC has a strict NO ALCOHOL Policy.

Monday-Thursday 9.00am-4.00pm

Friday 9.00am-3.00pm

**PLEASE NOTE:** It is expected that the room be left in a clean and tidy condition and that no equipment is damaged upon its return. In the event that the above is not adhered to, the hirer will incur additional charges.