

Organisation details:		
Name of organisation:		
Email:		
Address:	Suburb:	Post code:
Phone:	Public liability insurance:	Public liability insurance amount:
ABN:	Y / N	

Venue pricing (incl GST):		
Venue	Half day rate (4hrs)	Whole day rate (8hrs or more)
Theatrette Capacity: 90 - 110 seated (theatre-style)	\$260.00	\$520.00
Max Olding Auditorium Capacity: 80 seated (theatre-style)	\$220.00	\$440.00
Boardroom Capacity: 10 - 20 seated (workshop style)	\$80.00	\$160.00
Studios 1 - 8 Capacity: 5 seated	\$60.00 (per studio)	\$120.00 (per studio)

Venue hire details:							
Venue	Start date	End date	Total days	Start time	End time	Total hours	Fee amount (\$)
Theatrette							
Max Olding Auditorium							
Boardroom							
Studio 1							
Studio 2							
Studio 3							
Studio 4							
Studio 5							
Studio 6							
Studio 7							
Studio 8							

Please note- each booking will incur an administration fee of up to \$100 depending on total hire arrangement.

Total Fees

Comments:

Facilities and equipment required:			
Ground floor kitchenette	First floor kitchenette	Supervisor's room	Internet access
Trestle tables (6 available) required no:		Chairs required no: auditorium	threatrette

Please note: it is the responsibility of the hirer to ensure the premises are left in a clean and tidy condition at the end of the hire and all equipment is returned to its original position. Keys must be returned to the AMEB Qld office on the first working day following your hire between the hours of 9:00am and 4:00pm. Food and beverages are not permitted in the studios, auditorium or theatrette. Smoking is not permitted within the AMEB Qld premises.

Please complete venue hire form and return email to payments.ameb@det.qld.gov.au or phone 3634 0933 for enquiries.