



## Small Business Services available in Belmont

### OFFICE SPACE | MEETING & TRAINING ROOM HIRE

Rent by the Hour, Day, Week or Month

#### Looking to grow your home based business?

Need an office to meet your clients on an hourly or daily basis?

Like an Office / Meeting Room on 'as needs' basis with Free Parking

Host a product launch, showroom, clear excess stock

#### Additional Services Available

Reception | Mail | Secretarial | Messages | Wifi | Temp Staff | Catering

Business Advisory Support | Business Coaching | Social Media Support

Please contact [training@belmontbec.com](mailto:training@belmontbec.com) for further details and pricings

#### Friend of Belmont BEC – receive 10% discount

Visit [www.belmontbec.com/membership](http://www.belmontbec.com/membership)

Address : Unit 3, 216 Belmont Avenue, Cloverdale WA 6105

Phone: 08 94793777 Fax: 0894793888

[www.belmontbec.com](http://www.belmontbec.com) Email [training@belmontbec.com](mailto:training@belmontbec.com)



## BELMONT BEC TRAINING ROOM & MEETING ROOM

Venue: Belmont BEC - Unit 3, 216 Belmont Avenue, Cloverdale WA 6105

P|(08) 9479 3777 F|(08) 9479 3888 E| [training@belmontbec.com](mailto:training@belmontbec.com) W| [www.belmontbec.com](http://www.belmontbec.com)

### BOOKING FORM

Business Name		ABN (optional)	
Address			
Phone		Fax	
			Mobile
Email			
Contact person			
Total number of people			
Room Hire Price	<b>TRAINING ROOM (max 20 people)</b> <input type="checkbox"/> \$200 (+Gst) Full day week day* <input type="checkbox"/> \$150 (+Gst) Half Day week day* <input type="checkbox"/> \$200 (+Gst) Evening week day* <input type="checkbox"/> \$300 (+Gst) Saturday Full day* <input type="checkbox"/> Other – please specify: ..... <small>*subject to availability</small>		<b>MEETING ROOM (up to 6 people)</b> <input type="checkbox"/> \$120 (+Gst) Full day week day* <input type="checkbox"/> \$ 70 (+Gst) Half Day week day* <input type="checkbox"/> \$ 25 (+Gst) Hourly <input type="checkbox"/> Other – please specify: ..... <small>*subject to availability</small>
	Date/s required		
Time from:		Time to:	

**EQUIPMENT REQUIRED:** please tick appropriate box

- |  |  |
|--|--|
| <input type="checkbox"/> Whiteboard                              | <input type="checkbox"/> Pens \$1  |
| <input type="checkbox"/> Flip Chart                              | <input type="checkbox"/> Note Pads \$1                                     |
| <input type="checkbox"/> Laptop (\$50 + GST/day)                 | <input type="checkbox"/> Wifi – for presenter only (price on application ) |
| <input type="checkbox"/> Multi Media Projector (\$150 + GST/day) | <input type="checkbox"/> Wifi - per attendee (price on application )       |

**Lunch Catering Menus:** are available from local gourmet cafes delivered to venue

**REFRESHMENTS** (cost is per person): please tick appropriate box

**Disposable Cups**

- |  |            |
|--|------------|
| <input type="checkbox"/> Tea/Coffee/Sugar/Milk                     | \$2.50+GST |
| <input type="checkbox"/> Tea/Coffee/Sugar/Milk/Orange Juice (OJ)   | \$3.50+GST |
| <input type="checkbox"/> Tea/Coffee/Sugar/Milk/OJ/Biscuits         | \$4.50+GST |
| <input type="checkbox"/> Tea/Coffee/Sugar/Milk/OJ/Biscuits/Lollies | \$5.00+GST |
| <input type="checkbox"/> Filtered Water                            | \$0.50+GST |
| <input type="checkbox"/> Bottled Water per person                  | \$3.00+GST |

**China Cups**

- |  |            |
|--|------------|
| <input type="checkbox"/> Tea/Coffee/Sugar/Milk                     | \$4.00+GST |
| <input type="checkbox"/> Tea/Coffee/Sugar/Milk/Orange Juice (OJ)   | \$4.50+GST |
| <input type="checkbox"/> Tea/Coffee/Sugar/Milk/OJ/Biscuits         | \$5.00+GST |
| <input type="checkbox"/> Tea/Coffee/Sugar/Milk/OJ/Biscuits/Lollies | \$6.00+GST |
| <input type="checkbox"/> Filtered Water – glasses                  | \$1.00+GST |
| <input type="checkbox"/> Nespresso Coffee Machine - Capsules each  | \$3.00+Gst |

Authorised by: \_\_\_\_\_ Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

**Booking policy:** 25% deposit is required to secure the dates for the room hire

Full payment must be received 5 days prior to function including booking numbers & catering to finalise your booking.

**Cancellation policy:** Any meeting room cancellation must be advised in writing. The Training Room may be booked several months in advance but a cancellation fee will apply as follows: More than 2weeks notice – no cancellation fee, Less than 2 weeks the fee is 25%

**Friend of Belmont BEC – receive 10% discount**

Visit [www.belmontbec.com/membership](http://www.belmontbec.com/membership)

**Method of payment:**

- Direct Deposit: BSB 036-078 Account No. 319550 (Please include your name)**
- Credit card (note credit card bookings incur at 1.5% surcharge)**
- /□□□□/□□□□/□□□□ Expires: □□/□□  MasterCard  Visa

Signature: \_\_\_\_\_ Name on card: \_\_\_\_\_

Print, Scan and Email: [training@belmontbec.com](mailto:training@belmontbec.com) Fax: 08 9479 3888

# BELMONT BEC OFFICE HIRE & OFFICE SUPPORT SERVICES

Venue: Belmont BEC - Unit 3, 216 Belmont Avenue, Cloverdale WA 6105

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## BOOKING FORM

Business Name		ABN	
Address			
Phone		Fax	
			Mobile
Email			
Contact person			
Total number of people			
Office Hire	OFFICE HIRE <i>includes Reception: Mon – Fri 9am-5pm</i>		MEETING ROOM <i>(up to 6 people)</i>
	<input type="checkbox"/> \$ 15 (+Gst) Hourly* <input type="checkbox"/> \$ 75 (+Gst) Daily* <input type="checkbox"/> \$ 250 (+Gst) Weekly* <input type="checkbox"/> \$ 850 (+Gst) Monthly* <input type="checkbox"/> Other – please specify: ..... <small>*subject to availability</small>		<input type="checkbox"/> \$ 15 (+Gst) Hourly* <input type="checkbox"/> \$ 40 (+Gst) Half Day* <input type="checkbox"/> \$ 75 (+Gst) Full Day* <input type="checkbox"/> Other – please specify: ..... <small>*subject to availability - Hours: Monday-Friday, 9am-5pm</small>
Date/s required			
Time from:		Time to:	

**OPTIONAL SERVICES:**

- |   |  |
|---|--|
| <input type="checkbox"/> Use of Kitchen – own supply                        | <input type="checkbox"/> Social Media Services               |
| <input type="checkbox"/> Tea & Coffee services supplied - daily/weekly rate | <input type="checkbox"/> Mail Address & Redirection Services |
| <input type="checkbox"/> Laptop (\$50 + GSP/day)                            | <input type="checkbox"/> 'Live' Phone & Message Service      |
| <input type="checkbox"/> Photocopying - B/W      Colour -                   | <input type="checkbox"/> Wifi (price on application)         |
| <input type="checkbox"/> Printing - B/W      Colour -                       | <input type="checkbox"/> Business Advisory Services          |
| <input type="checkbox"/> Other – please specify: .....                      |  |

Authorised by: \_\_\_\_\_ Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

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 Visit [www.belmontbec.com/membership](http://www.belmontbec.com/membership)

**Please note: all office and meeting room bookings need to be paid in advance**

**Booking policy:** 25% deposit is required to secure the dates for the office & meeting room hire  
 Full payment must be received 2 days prior to finalise your booking.

**Cancellation policy:** Any meeting room cancellation must be advised in writing. Office & Meeting Room may be booked several months in advance but a cancellation fee will apply as follows: More than 2weeks notice – no cancellation fee, Less than 1 week the fee is 25%

Method of payment:

**Direct Deposit: BSB 036-078 Account No. 319550 (Please include your name)**

**Credit card (note credit card bookings incur at 1.5% surcharge)**

/  /  /  Expires: /        MasterCard    Visa

Signature: \_\_\_\_\_ Name on card: \_\_\_\_\_

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