

# Member Venue and Facilities Booking Form

For booking enquiries, and to submit this form, please contact the Society on (03) 6234 4133 and [info@lst.org.au](mailto:info@lst.org.au)

Before submitting this form, please read [Terms and Condition of Hire HERE](#).

By submitting this completed booking form the hirer/customer agrees to these T&Cs.

<b>First Name</b>	<b>Last Name</b>
<b>Contact No.</b>	<b>Your Email</b>

<b>What's the booking for?</b> e.g. Mediation, CPD, Zoom meeting, etc.	<b>Number of participants</b> We agree to supply final numbers at least 2 business days before event.
<b>Event name</b>	

<b>Booking</b> <a href="#">See Venue Details HERE</a> Venue hire is free to members	<b>Room/s</b>	<b>Date/s required</b>	<b>Start</b>	<b>Finish</b>
<b>28 Murray Street (Hobart)</b>				
	Council Room (street level*)			
	Training, Board and Breakout Room Package (downstairs^)** Open plan layout requires these spaces to be booked as a package regardless of whether one or more is required.			
<b>56 Charles Street (Launceston)</b>				
	Board Room (upstairs^)			
	Meeting Room 1 (upstairs^)			
	Meeting Room 2 (library, street level^)			
	Meeting Room 3 (street level*)			

\* Disability access

^ No disability access

\*\* Breakout Room not available on Wednesdays

<b>Food delivery</b>	<b>We will have food delivered</b> We understand that we supply our own and agree to contact the Society to confirm timing for set up purposes.	<b>Yes</b>	<b>No</b>
<b>Coffee, tea + juice</b> Daily rate \$3.00pp	<b>We require liquid refreshments</b> We agree to contact the Society to confirm timing for set up purposes.	<b>Yes</b>	<b>No</b>

<b>Standard Zoom meeting link</b> Complimentary	<b>We only require a Zoom meeting link and connection</b>	<b>Yes</b>	<b>No</b>
<b>AV/IT facilities + support</b> Daily rate \$55 (inc.GST)	<b>We require AV/IT facilities + support.</b> This includes: 1. Zoom link, livestreaming, slide set up; 2. Laptop, mics, lectern, webcam, projector and screen; and 3. Set up of all equipment + support on, and prior to, the day.	<b>Yes</b>	<b>No</b>
<b>Other requests + further comments</b>			

**Please note:** If you have requested the Hobart Training, Board and Breakout Room Package and require AV/IT please state whether this connection is needed in the Training Room or Board Room. Separate meetings cannot occur due to the open plan layout so only one connection will be needed.