

Non-Member Venue and Facilities Booking Form

For booking enquiries, and to submit this form, contact the Society on (03) 6234 4133 and 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.

First Name	Last Name
Contact No.	Your Email

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

Booking See Venue Details HERE	Daily Rates <small>(incl. GST)</small>	Room/s	Date/s required	Start	Finish
28 Murray Street (Hobart)					
Council Room (street level*)	Half day \$125 Full day \$195				
Training, Board and Breakout Room Package (downstairs ^)**	Half day \$155 Full day \$255				
Open plan layout requires these spaces to be booked as a package regardless of whether one of more is required.					
56 Charles Street (Launceston)					
Board Room (upstairs^)	Half day \$125 Full day \$195				
Meeting Room 1 (upstairs^)	Complimentary				
Meeting Room 2 (library, street level^)	Complimentary				
Meeting Room 3 (street level*)	Complimentary				

* Disability access

.^ No disability access

** Breakout Room not available on Wednesdays

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

AV/IT facilities + support Included in room hire rate	We require AV/IT facilities + support 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 prior to, and on, the day.	Yes	No
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AV/IT facilities required Based on the list above, state which AV/IT facilities you need	
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Other requests + further comments	
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Preferred payment method	
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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.