

Facilities for Hire

Goondiwindi Training and Technology is a specialised venue which can accommodate your requirements, be it for a conference, workshop, training course, breakfast meeting or on site machinery demonstration. Whatever your function, we can provide a room with our versatile facilities.

All rooms have reverse cycle air conditioning and are equipped with tables, chairs, whiteboards, and phone, power and data connections.



- Theatre Style – 60 people
 - U Shape Style – 30 people
 - Workshop Style – 36 people
 - Classroom Style – 18 people
 - Boardroom Style – 22 people
- Hire Fee:
 - Full Day - \$160
 - Half Day - \$120
 - Hourly or part thereof (Day and Night rate) - \$45

River Room



Conference Room



Meeting Room



Computer Room



Audio Visual Room



Workshop/Shed



It is the client's responsibility to ensure that all plates or equipment are returned to the supplier. Please note that an additional \$50 per day penalty will be charged if the facilities are not maintained to our required standard. GTT staff are available to set up and tidy up after breaks for a fee.

Table of Service Fees

Room Hire:

Rooms		Full Day	Half Day	Day Hourly or Part Thereof	Night Hourly or Part Thereof [After 6pm]
Seminar Rooms	River	\$160	\$120	\$45	\$45
	Lucerne	\$160	\$120	\$45	\$45
Conference Room		\$320	\$220	\$75	\$75
Audio Visual Room		\$140	\$80	\$30	\$35
Meeting Room		\$140	\$80	\$30	\$35
Computer Room		\$400	\$220	\$70	\$75
Work Shop		\$150	\$110	\$40	\$45
Kitchen [self catering purposes only]		\$50	\$50	\$15	\$20

- All rates are charged per hour or part thereof
- A surcharge will apply to all functions held on weekends and public holidays

Extra Services:

Exam Invigilation	\$25.00 per exam
Video Conferencing	There is no additional charge for the use of the VC equipment. The room hire rate will apply. Outgoing calls will be charged at the standard Telstra rates. There is no additional Telstra charge for incoming calls.
Internet Use	\$5.00 per hour or part thereof per computer [excludes printing]
Local Phone Call	\$0.50 flat
STD Phone Call	\$0.50 per minute
Fax Transmission	\$0.50 per page
Black & White Printing	\$0.30 per A4 page (images)
Colour Printing	\$0.50 per A4 page
Digital Images	\$2.00 per black A4 page
	\$5.00 per colour A4 page
	Cost of partially covered pages will be determined by GTT
Photocopying	\$0.20 per A4 page / \$0.30 per A4 page back to back
	\$0.30 per A3 page
CD	\$2.50 each
Self-service Tea & Coffee	\$2.00 per person per day - honesty jar system

Catering

To complement your function GTT can arrange catering on your behalf, ranging from cakes to sandwiches, hot finger food and gourmet meals. An outdoor BBQ area is also available for your convenience.

Breakfast Menu (prices are per person)

Fresh fruit platter, assorted sweet & savoury muffins, juice, tea & coffee	\$8.00
Grilled bacon, scrambled eggs, croissants, juice, tea & coffee	\$12.00

Morning and Afternoon Tea (prices are per person)

Tea and Coffee (self service all day)	\$2.00
Juice	\$2.00
Biscuits	\$2.00
Cake	\$3.00
Biscuits and Cake	\$4.00
Scones with jam and cream	\$3.50
Muffins <input type="checkbox"/> Savoury <input type="checkbox"/> Sweet <input type="checkbox"/> Combination	\$5.00
Sweet Fruit Bun	\$2.00
Savoury Twist	\$2.00
Selection of Hot Finger Food with at least 5 different varieties	\$9.50
Hot Finger Food – combination of mini quiche, mini pies and mini sausage rolls	\$5.50
Cheese Platter – a selection of cheeses and dips <i>(Minimum of 10 people)</i>	\$4.00
Fruit Platter – a selection of seasonal fruit	\$2.50

Lunch

Set Menu:

Sandwiches, fruit platter, juice, tea and coffee all day \$11.00

Sandwiches are made with white and multigrain bread with assorted fillings

Alternative Lunch / Dinner Options :

Sandwiches - made with white and multigrain bread with assorted fillings \$7.00

Wraps – made with assorted meat and salad fillings \$7.50

Focaccia Rolls – made with assorted meat and salad fillings \$7.00

Barbeque – includes steak, sausage, onion, bread roll, coleslaw and green salad \$14.00

Individual Quiche and Salad: \$9.00

- Spinach
- Lorraine
- Salmon
- Combination

Individual Pies \$4.00

- Plain
- Combination (plain, curry, steak, mushroom)

Large Sausage Rolls \$3.00

Hot Dishes – *one or two selections with rice*

(Minimum 14 people)

- Beef Stroganoff 1 dish = \$18.00
- Honey Soy Pork 2 dishes = \$21.00
- Mongolian Lamb
- Vegetarian Lasagne
- Homemade Sweet and Sour Chicken
- Curried Prawns

Facility Hire Terms and Conditions

All bookings of Goondiwindi Training & Technology's facilities are subject to the following terms and conditions:

1. **Confirmation** – Written confirmation must be received in order to guarantee bookings. A signed copy of the booking sheet and these terms and conditions must be received by GTT within 7 days of receipt. Terms and conditions will apply from time of confirmation.
2. **Allocated Session Times** – GTT reserves the right to charge full day rates for those functions which preclude other daily usage of the facilities.
3. **Cancellations** – All cancellations must be in writing and the following cancellation fees may apply:
 - More than 30 days in advance – no charge
 - 8 to 30 days – 20% of the hiring fee
 - Within 7 days – 50% of the hiring fee
 - Less than 48 hours – 100% of the hiring fee
4. **Surcharge** – A surcharge will apply to all functions held on weekends and public holidays.
5. **Payment** – Payment in full must be received within 14 days of the conclusion of the function. Payment may be made by cash, cheque (made payable to Goondiwindi Training & Technology), credit card, EFTPOS or direct deposit (please advise GTT of this transaction).
6. **Function Times** – Functions must conclude by the agreed time unless prior arrangements have been made. An extension of time can only be granted if the room does not have a prior booking and will be charged out accordingly.
7. **Set Up** – Clients are responsible for the set-up and dismantling of all display material and any costs associated with doing so.
8. **Signage** – No signage or display material can be placed outside of the booked area without consultation with GTT staff. Facilities have been provided to display posters etc inside each room. No Blu-tack or tape is to be used on the walls.
9. **Designated Eating Areas** – Catering will be presented in the respective foyer or the outside area. However, if the client deems it necessary that food be served in the function room, the client will be responsible for any spillage that requires industrial cleaning.

10. **Catering** – If GTT is arranging catering on your behalf, final numbers of attendees must be provided at least **3 working days** prior to the event. If revised numbers are not received, catering will be charged out as per original numbers.
11. **Self Catering** – Clients wishing to use an outside caterer will be charged \$50 per day for use of the kitchen and its equipment. When a client arranges their own catering, the setting up of the foyers and tables is their duty and these areas, and the kitchen, are to be cleaned after each break. Left-over food is to be removed at the end of each day. It is the client’s responsibility to ensure that any plates or equipment are returned to the supplier. Please note that an additional \$50 per day penalty will be charged if the facilities are not maintained to our required standard. GTT staff are available to set up and tidy up after breaks for a fee.