

Facility Booking Form

Name of Contact: _____

ILP Member: Y / N

Telephone: _____

Email: _____

Company Name: _____

Position at Company: _____

Secondary Contact: _____

Large Event Room Training Room

Date Room Required: _____

Board Room Meeting Room

Start Time: _____

Finish Time: _____

Reason for Hire: _____

Number of Attendees: _____

Name of Event: _____

Facilitator/Presenter: _____

Room Layout:

Theatre



Cabaret



U-Shape



Board Room



Classroom



Other

Please ✓ where required.

White Board & Markers

Flip Chart & Markers

Projector

Tea and Coffee (included in the room hire fee)

Apple Android?

Kitchen Facilities (self-catering)

Projection Screen

Name Tags

Catering

Other - (Please Specify) _____

Board Room Supplies (pens etc).

Catering Options

Morning / Afternoon Tea

Selections \$4.50pp

Gourmet Cookies (V, Available in GF)

Including flavours such as chocolate chip, macadamia shortbread, ANZAC, double choc, and coconut apricot.

Freshly Baked Muffins (V)

Jumbo, fresh-baked in house with a large variety of flavours including raspberry & white choc, blueberry & orange, double chocolate, apple & cinnamon.

Fruit Breads – 100% Natural and Low In Fat (V)

Filling and delicious sweet loaves including banana and walnut, banana and blueberry, mango and coconut, Raspberry and pear and our chef's favourite of fruit and nut.

Danish Pastries (V)

A selection of fresh baked Danish pastries with fruit and custard fillings.

or Combination Menu Options \$9.50pp

Option One

Mini berry crumble muffins
Yoghurt, berry and muesli pots
Selection of sweet slice

Option Two

Fruit kebabs
Banana breads
Mini ham and cheese/ cheese and tomato croissants (served cold)

Option Three

Danish pastries
Gourmet cookies
Mini apple muesli muffins

Lunch

Gourmet Point Sandwiches

(Available GF, V, Vegan) Using fresh meats, salads and relishes, as well as local cheeses, made on a variety of white, wholemeal, rye, pumpkin, and multigrain breads.

\$8.50pp

Hot Noodle Boxes

Including Thai green chicken curry, tom yum, massaman curry, teriyaki chicken hokkien noodles, traditional beef stroganoff, tortellini in creamy tomato basil sauce, chicken satay, and ravioli with basil pesto.

\$13.50pp

Selection of Freshly Made Salads

Mother Noodle (Available GF, V, Vegan)
Vegetarian Pasta Salad (V)
Roasted Beetroot
Chic Pea and Bean Salad (V)
Caesar Salad
Honey Mustard Chicken Salad
Moroccan Spiced Sweet Potato and CousCous Salad (V)
Greek Salad (GF, V)

\$13.50pp

Sausage Rolls

A crowd pleaser of premium quality ground beef in a flaky pastry served with tomato sauce.

Mini Pies

Chunky, tender beef pieces in a rich gravy and shortcrust pastry served with tomato sauce.

Mini Quiche

Fillo pastry with vegetables sautéed in olive oil, sea salt, finished with fresh herbs, and aged cheddar.

\$3.00each

Or Combination Menu Options **\$13.50pp**

Option One

Baby burgers (including lamb, chicken, falafel, and pulled beef with salad fillings/coleslaw)
Fruit platters

Option Two

Specialty wraps
(Including: coriander chicken, horseradish beef, tandoori chicken, Caesar, Moroccan chicken)
Two choices of salads (as above)

Option Three

Noodle box salads (as above).
Selection of house-made sushi

Delegate Packages

Option One - \$11.50pp

Morning Tea OR Afternoon Tea, AND Lunch.

CHOOSE ONE

Gourmet Cookies (Available GF, V)

Including flavours such as chocolate chip, macadamia shortbread, ANZAC, double choc, and coconut apricot.

Freshly Baked Muffins (V)

Jumbo, fresh-baked in house with a large variety of flavours including raspberry & white choc, blueberry & orange, double chocolate, apple & cinnamon

Danish Pastries (V)

A selection of fresh baked Danish pastries with fruit and custard fillings

AND

Gourmet Point Sandwiches/ Wraps/ Turkish Bread (Available GF, V, Vegan)

Using fresh meats, salads and relishes, as well as local cheeses, made on a variety of white, wholemeal, rye, pumpkin, and multigrain breads.

Option Two - \$16.00pp

Morning Tea, Lunch AND Afternoon Tea

CHOOSE TWO

Gourmet Cookies (Available GF, V)

Including flavours such as chocolate chip, macadamia shortbread, ANZAC, double choc, and coconut apricot.

Freshly Baked Muffins (V)

Jumbo, fresh-baked in house with a large variety of flavours including raspberry & white choc, blueberry & orange, double chocolate, apple & cinnamon

Danish Pastries (V)

A selection of fresh baked Danish pastries with fruit and custard fillings

AND

Gourmet Point Sandwiches (Available GF, V, Vegan)

Using fresh meats, salads and relishes, as well as local cheeses, made on a variety of white, wholemeal, rye, pumpkin, and multigrain breads.

Dinner

Selection of Freshly Made Salads - \$9.50pp

Mother Noodle (Available GF, V, Vegan)
Vegetarian Pasta Salad (V)
Roasted Beetroot
Chic Pea and Bean Salad (V)
Caesar Salad
Honey Mustard Chicken Salad
Moroccan Spiced Sweet Potato and CousCous Salad (V)
Greek Salad (GF, V)

Hot Buffet - \$23.50pp

Hot Dishes (Select Two)

Thai Green Chicken Curry (Available GF)
Tom Yum (Available GF, Available V)
Massaman Curry (Available GF, Available V)
Indonesian Chicken Satay
Spinach and Ricotta Cannelloni (V)
Winter Vegetable Stack (V)
Traditional Beef Lasagne
Traditional Beef Stroganoff
Beef Tortellini in Creamy Tomato Basil Sauce
Pork Scaloppini

Accompaniments (Select One)

Steamed Rice
Roasted Potatoes
Mediterranean CousCous
Roasted Vegetables

Salads (Select One)

Sweet Chili Bean Salad
Australian Potato Salad
Vegetarian Pasta Salad
Caesar Salad
Greek Salad
Roasted Beetroot, Chic Pea & Bean Salad
Moroccan Spiced Sweet Potato and CousCous Salad

Bread Basket

A selection of loaves and rolls, including:
Panini, Focaccia, French Sticks, Ciabatta, Sour Dough and Floured Rolls.

Catering Order Form

Item	Quantity	Total

Special Orders (GF, V, Vegan)		
Item	Quantity	Total

Order Total: _____

Serving Times

Morning Tea	Lunch	Afternoon Tea	Dinner

Email: events@ilpworldwide.org
 Fax: 1300 68 756

INSTITUTE FOR LEARNING PROFESSIONALS (ILP) LEARNING CENTRE TERMS AND CONDITIONS

The following information is supplied to assist you in the planning of your function to ensure you that your event/meeting runs to schedule and smoothly.

Our events coordinator will confirm details when you finalise your booking date and time, room set up, equipment and catering requirements. A booking is deemed to be finalised once a deposit has been received.

1. BOOKINGS

Bookings may be placed by phone or email and you may also be directed to our website for specific event function room hire. All bookings will be confirmed by email and followed up with a phone call from our events coordinator to confirm your event booking requirements.

Bookings need to be made at least seven (7) days in advance to allow for catering and other administrative requirements. For larger functions 50 – 100 twenty one (21) days notice is required. Should you request a room booking at short notice your catering requirements would need to be confirmed with our caterers to ensure your needs can be met in the short timeframe.

Confirmation of a booking will be taken as acceptance of these Terms and Conditions.

2. TENTATIVE BOOKINGS/BOOKING DEPOSIT A tentative booking will be held for seven (7) days only. The booking is not considered confirmed until the Institute for Learning Professionals has received your booking deposit and booking form. If your booking form and booking deposit is not received within seven (7) days your tentative booking will expire and the room released. Once we receive your booking form and booking deposit, we will send you a receipt and confirmation of your booking.

3. PAYMENT

The ILP accepts Visa, MasterCard, PayPal and Direct Bank Deposit. The ILP does not accept American Express or Diner cards.

3.1 BOOKING DEPOSIT

Once booking is confirmed, a booking deposit of \$100.00 is required. Should you cancel your booking within three (3) days of your booked event date this booking fee deposit becomes non-refundable.

3.2 BOOKINGS MADE INSIDE 10 DAYS OF THE BOOKED EVENT DATE

For all bookings made inside seven (7) days of the booked venue hire date FULL room hire charges apply at the time of the booking.

4. CATERING

All event catering requirements are to be finalised 10 days from the booked event date for functions catering for number between 10 to 50 pax. For larger functions 50 to 100 pax catering would need to be finalised 15 days prior to the booked function date. Clients will be required to complete a catering request form and return this form via email to the Institute for Learning Professionals 10 days prior to the booked date or 15 days prior to the booked date as specified.

4.1 CATERING CANCELLATION

If a client cancels their catering request, changes the number of people being catered for or changes their menu less than five (5) days from the booked event date fees and charges will apply in accordance with the Institute for Learning Professionals cancellation policy. In the event of a cancellation of all catering less than five (5) days from the booked date a 100% cancellation fee will apply. Should a client reduce the number of people being catered for less than five (5) days from the booked event the client will pay the full price for those persons. If a client increases the number of persons being catered for less than five (5) days from the booked event full payment will be made by the client on the day the Institute for Learning Professionals is notified. The Institute for Learning Professionals and their caterer's will assist its clients within reasonable timeframes to ensure these changes can be made. Should the caterer be unable to accommodate the client's short notice changes the Institute for Learning Professionals will notify the client to discuss other options.

6. CANCELLATIONS

If a client needs to cancel; they will remain liable for all agreed fees on a proportional basis as listed below:

Seven (7) – four (4) days prior to first day of event: 50% Less than three (3) days prior to first day of event: 100%

If the client needs to change the number of delegates on the booking, they must do so in writing at least 14 days before the event. If the change is made later than this, the client will be charged for the resulting additional catering costs.

All cancellations or amendments to bookings must be in writing.

In the event of cancellation by the Institute for Learning Professionals due to circumstances beyond our control, the client will have the choice to either reschedule the booking or receive a full refund.

8. DAMAGE

The client is responsible for the space allocated to you (the client) during your event. Any damage to your allocated rooms or their contents (or any other part of our venues) incurred as a result of your or your invitees' (or representatives of either) acts omissions or negligence will result in a charge based on (i) the costs of repair and (ii) the value to us of any subsequent loss of business or trade or other commercial activity suffered by us.

9. CLIENT PROPERTY

Whilst all reasonable efforts are made to ensure our premises are safe and secure, we do not accept any liability for any theft, loss or damage to clients' and visitors' property.

10. LIABILITY

The Institute for Learning Professionals does not seek to exclude or restrict any legal liability it may have for death or personal injury resulting from the negligence of the Institute for Learning Professionals, its employees, consultants or other subcontractors and the Institute for Learning Professionals and the Client agree that the limitations contained herein are reasonable in the circumstances. The Institute for Learning Professionals shall be under no liability whatsoever for any loss or damage, which results from or is caused in whole or in part by erroneous information or lack of information supplied by the Client as to the Client's requirements in relation to the provision of the Services. The Institute for Learning Professionals shall not be liable in respect of any loss or damage of any kind or however caused to premises or other physical property. In the event of legal liability being established, The Institute for Learning Professionals shall not be liable to pay for any loss or damage. The Institute for Learning Professionals cannot accept any liability incurred under the Agreement wherever and to the extent to which the fulfilment of The Institute for Learning Professionals obligations is prevented, frustrated, impeded and/or delayed as a consequence of any occurrence whatsoever beyond the reasonable control of the Institute for Learning professionals.

11. GENERAL

These Terms and Conditions supersede any conditions associated with client purchase orders unless otherwise agreed in writing.