



**Kazcare Education Facilities**

**Leasing/Room Hire - Room Requirements Form**

Contact Name: \_\_\_\_\_ Business/Company/Service: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Please tick which location on site you will be hiring:

Hall

Office Space

Classroom/rooms

Hot Desk

Kitchen

Woodworking Room

Tech Room

Art Studio

Part Site (Events)

Full Site (Events)

**Date/Date's required:**

**Time of Day/Days Required:**

Please tick which items you require while using the room:

Tea/Coffee Station  Or will you be supplying your own?

If you wish us to supply items for a tea/coffee station the charge will be \$3.00 per person

- Urn
- Kettle
- Cups & amount Needed
- Supply of tea, coffee, herbal tea, sugar, milk etc..
- Plates & amount needed
- Cutlery & amount need
- Paper serviettes
- Individually packed biscuits

Other room/hall needs

- TV
- Projector (Not available)
- Extra tables & amount needed
- Easels' (Art)
- Plastic table cloths (Art)
- Other items needed.. Please note:.....
- DVD
- White board
- Portable white board
- Drawing boards (Hand held)

**Kazcare - Management**