



Hire/Training [Room] Session Contract*

* does not cover the hire, training or use of the PCUG Media Room or main office area
 * refers only to one (1) specific session on one (1) specific date

PC Users Group (ACT) Inc - Level 2A, 27 Mulley Street HOLDER ACT 2611
 Ph: 6287 2922 Fax: 6287 2933 Email: office.manager@pcug.org.au

TERMS

session time: the duration (hours) of hire agreed to on booking **2.00** hrs
 - all time (including breaks) between session start and session end

actual time: includes 'extra' time reported by session official (sig->) **2.25** q
actual end: **02:15 PM** 0.25 hrs over

session rph: the negotiated rate per hour **\$75.00** rph
 - inclusive of all facilities (eg data projector) and trainer fees

session fee: advance payment (at time of booking) **\$150.00** fee
actual fee: actual hours reported by session official \$168.75 Actual Fee **\$18.75** owing
lead time: seven (7) days prior to the session start **7** days lead
 - or less with permission (OM's sig->) q

session official:

Fred Flintstone

registered PCUG security pass holder

- a PCUG Staffer _____ q signed
- a PCUG SIG Coordinator _____ q signed
- a PCUG Committee Member _____ q signed
- the PCUG LAN Manager _____ q signed
- the PCUG Office Manager _____ q signed
- the PCUG Training Manager _____ q signed

actual time is the booked time plus any extra time observed by the official

session trainer: name >

Betty Davis

session date: (00/00/00)

Sunday, 25 Jun 2006

session start: 0:00 AM/PM

12:00 PM

session end:

02:00 PM

session code:

W20060625XXXX

[W/C/D][year][mnth][day][contractee's 2 initials][trainer's 2 initials]

session title:

Internet Audio: Getting it, Managing it and Playing it

description

The practical application of the free software, iTunes, and the 'Quicktime' codec to the sourcing, management and play-to-air of internet based and digital (iPodable) audio files.

CONDITIONS

I, **Ms Hilda Hirer**, position _____, of **Non Profit Organisation X** in the organisation _____ agree to:

postal add _____

\$150.00 1 pay the 'session fee' in advance of the 'lead time' > **Sunday, 18 Jun 2006**
\$18.75 2 pay any excess incurred in the 'actual session fee' by **Wednesday, 28 Jun 2006**
Fred Flintstone 3 follow any OHS directives from the PCUG's 'session official'
 4 list all my participants and inform them of all conditions on the 'Session Sign In'
Friday, 23 Jun 2006 5 allow PCUG members to take vacant workstations **48** hrs prior to event

OFFICE USE ONLY

NB: MYOB Job number is the same as the session code

MYOB A/c - Trans #	Paid Date	Transactions for Job No: W20060625XXXX		Rev	Exp	Balance
q		Session Fee Paid	Perc. Amount	150.00		150.00
q		Trainer[s] fee	1 0.05		1.55	148.45
q		Technician[s] fee	1 0.05		1.55	146.90
q		Petty Cash Claims	5.00		5.00	141.90
q		Excess (actual) session fee	18.75	18.75		160.65
q		Member Sit Ins Revenue	2.00	2.00		\$162.65
q		Tfr Temp Mem Rev A/c	10 5.00		20.00	\$142.65

Forgot to put this on in the first version

