

# LEARNING & DEVELOPMENT EVENT PROPOSAL



## COMPANY NAME

<b>WORKSHOP TITLE</b>	
<b>DATE</b>	
<b>TIME</b>	
<b>VENUE</b>	
<b>GUEST COUNT</b>	
<b>CONTACT</b>	

### Please choose an option:

Option 1: Physical Workshop	<p><b>Promotion and Event Management:</b> \$250+GST  <b>Room Hire:</b> Board room or Layer3 Training room \$45+GST per hour or \$315+GST for full day</p>	
Option 2: Series of Physical Workshops (more than 3)	<p><b>Promotion and Event Management Fee:</b> \$200+GST (per physical or online workshop)  <b>Room Hire:</b> Board room or Layer3 Training room \$45+GST per hour or \$315+GST for full day</p>	
Option 3: Livestream Broadcast	<p><b>One per year included in your Membership.</b>  <b>Room Hire:</b> N/A</p>	
Option 4: Online Workshop/Webinar	<p><b>Online Workshop/Webinar</b>  <b>Event Fee:</b> \$200+GST</p>	

**Promotion and Event Management Fee:** This fee includes uploading the seminar/workshop to the HVCCI website and calendar. 4–6-week promotional campaign including Facebook, LinkedIn, and promotion in the Hutt Valley Business Weekly reaching our database in excess of 5,000 local business people.

**Room Hire:** Room hire includes projector, tea/coffee/water, Wi-Fi, whiteboard, room set up (i.e., classroom or theatre style), glassware and crockery.

**Catering:** HVCCI does not provide catering. We recommend you contact Chamber members Simply Foods Catering or Blue Carrot Catering.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### DISCLAIMER

Cancellation fee of 50% of the total invoice including set up costs and room hire will still apply if the seminar is cancelled. Training providers **must** be financial members of the HVCCI. There will be no refund on database promotion and set up costs and any fees collected on behalf must be received in full before being sent to training providers. These arrangements are not applicable to Partners of the HVCCI.