

VENUE BOOKING FORM 2009

NAME OF COURSE: _____

ORGANISER: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

For Invoicing Purposes:

CONTACT PERSON: _____

MAILING ADDRESS: _____

Details:

DATE/S OF COURSE:

1. VENUE/S (please tick box):

- M E WOOD ROOM
- JULL COMMON ROOM
- TUTORIAL ROOM
- M E WOOD THEATRE

2. NUMBER OF PARTICIPANTS (incl. Presenter/s):

Day 1. _____

Day 2. _____

Day 3. _____

3. COURSE TIMES:

Day 1. Start: _____ Finish: _____

Day 2. Start: _____ Finish: _____

Day 3. Start: _____ Finish: _____

EQUIPMENT (please tick box):

- Whiteboard No. ____
- TV/VCR
- Pin-Board No. ____
- Flip-Chart No. ____
(1 incl. in room hire – charge for additional stands/pads)
- Lectern
- PA System
- CD Player
- Data Projector (hire charge applies)
- Electronic Whiteboard (charge applies)

PTO:.....

4. ROOM SET UP:

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Theatre Style (no tables) | <input type="checkbox"/> Boardroom |
| <input type="checkbox"/> Cafe Style | <input type="checkbox"/> U-Shape |
| <input type="checkbox"/> Other (please specify): | |

5. SIGNAGE: What wording would you like to appear on the function sign?

6. ROOM SET UP - SPECIAL REQUESTS:

7. CATERING REQUIREMENTS:

- | | | |
|--------------------------|---------------------------------|---|
| <input type="checkbox"/> | Arrival Beverages | Time: _____ |
| | <i>Selection (please tick):</i> | <i>Tea / Instant Coffee (\$4.15)</i>
<i>Tea / Percolated Coffee (\$4.95)</i>
<i>*Continuous Tea / Percolated Coffee (\$6.95)</i>
<i>*(complimentary when ordering morning and afternoon tea)</i> |
| <input type="checkbox"/> | Morning Tea | Time: _____ |
| | <i>Selection (please tick):</i> | <i>Tea Break 1 (\$5.45)</i>
<i>Tea Break 2 (\$7.05)</i>
<i>Tea Break 3 (\$7.20)</i>
<i>Tea Break 4 (\$7.80)</i> |
| <input type="checkbox"/> | Lunch | Time: _____ |
| | <i>Selection (please tick):</i> | <i>Sandwich Lunch (\$9.95)</i>
<i>Light Lunch (\$15.25)</i>
<i>Business Lunch (\$21.50)</i> |
| <input type="checkbox"/> | Afternoon Tea | Time: _____ |
| | <i>Selection (please tick):</i> | <i>Tea Break 1 (\$5.45)</i>
<i>Tea Break 2 (\$7.05)</i>
<i>Tea Break 3 (\$7.20)</i>
<i>Tea Break 4 (\$7.80)</i> |

8. CATERING - SPECIAL REQUESTS / DIETARY REQUIREMENTS:

PLEASE EMAIL OR FAX THIS BACK TO THE COLLEGE ON 9386 3844 AT LEAST FIVE WORKING DAYS PRIOR TO THE COURSE DATE.