

FUNCTION BOOKING FORM

COMPANY	
BILLING ADDRESS	
CONTACT PERSON	PHONE NUMBER
FUNCTION DATE(S)	EMAIL
FUNCTION TIME	TO
NUMBER ATTENDING	

ROOM REQUIREMENTS

<input type="checkbox"/> MEETING ROOM 1 (MAX 45 Seated)	<input type="checkbox"/> OFFICE 1
<input type="checkbox"/> MEETING ROOM 2 (MAX 12 - 14)	<input type="checkbox"/> OFFICE 2
<input type="checkbox"/> VIDEO CONFERENCE ROOM (MAX 12)	<input type="checkbox"/> CHILD HEALTH ROOMS
<input type="checkbox"/> COMPUTER ROOM (MAX 8)	<input type="checkbox"/> CONSULT 7
<input type="checkbox"/> KITCHEN - PREPARATION	<input type="checkbox"/> KITCHEN - CATERING

EQUIPMENT REQUIREMENTS

<input type="checkbox"/> PROJECTOR (\$40 per day)	<input type="checkbox"/> BEING THERE (Conferencing)
<input type="checkbox"/> SCREEN (included in Projector Hire)	<input type="checkbox"/> POWER BOARD
<input type="checkbox"/> WHITEBOARD	<input type="checkbox"/> EXTENSION CORD

CATERING

<input type="checkbox"/> TEA / COFFEE / MILK / SUGAR	<input type="checkbox"/> CROCKERY / URN
<input type="checkbox"/> CATERING (provide own) If the kitchen is used a fee will be incurred	

FEES

ROOM HIRE	
EARLY OPEN (\$25.00)*1	
LATE CLOSE (\$25.00)*2	
CLEANING FEE (\$30.00)*3	
OTHER	
TOTAL	

*1 Arrival time before 9am incurs a fee.

*2 Departure time after 4pm Mon - Thu and/or 3pm Fri incurs a fee.

*3 Room to be cleaned and left as found. A fee will be charged if cleaning is or rearrangement of furniture is required: room(s) and/or kitchen.

If you do not book the kitchen for your event and it is being used for another purpose, do not be offended if you are denied the use of the kitchen.

Payment expected 14 days after the date of the invoice.

Extra will be charged for any breakages.

Please note: We do not have Public WiFi or available internet connections. If you require internet access you must provide your own device.

Please note: Cancellations require 24 hours notice or the room hire fee will still apply.

Please note: BluTac and/or other adhesives are not permitted on the walls/doors/blinds in the rooms.

PRINT NAME
DATE
SIGNATURE

OFFICE USE ONLY

	DATE RECEIVED
	INVOICE NUMBER

	BOOKING CONFIRMED
	INVOICE DATE