

ADDRESS: PO BOX 314
 10 HENNING STREET
 WAROONA WA 6215
PHONE: 08 9733 3011
FAX: 08 9733 3022
EMAIL: reception@waroonacrc.com.au



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 | |

EQUIPMENT REQUIREMENTS - (fees apply)

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

CATERING - (fees apply)

| | |
|---|---|
| <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

| | | | |
|----------------------|----------------|----------------------|-------------------|
| <input type="text"/> | DATE RECEIVED | <input type="text"/> | BOOKING CONFIRMED |
| <input type="text"/> | INVOICE NUMBER | <input type="text"/> | INVOICE DATE |