

SEMINAR CENTRE BOOKING FORM

ORGANISATION: _____

ADDRESS: _____

INVOICE ADDRESS (If Different From Above) _____

CONTACT NAME: _____ **PH:** _____ **FAX:** _____ **EMAIL** _____

TITLE OF CONFERENCE/WORKSHOP _____

DATE REQUIRED – FROM _____ **TO:** _____

ACCESS TO PREMISES REQUIRED – FROM: _____ **TO:** _____

TIME OF CONFERENCE FROM: _____ **TO** _____

ROOM(S) BOOKED (Please highlight) 901 902 903 **ALL** **Number of Participants** _____

ROOM LAYOUT – PLEASE INDICATE PREFERENCE (PLEASE ✓ or underline if electronic version)

- | | |
|---|--|
| <input type="checkbox"/> THEATRE STYLE: (Chairs adjacent in rows) | <input type="checkbox"/> SYNDICATE STYLE(No. at each table) |
| <input type="checkbox"/> CLASSROOM STYLE: (Individual tables with chairs) | <input type="checkbox"/> BOARDROOM (1 large table) |
| <input type="checkbox"/> HERRINGBONE STYLE | <input type="checkbox"/> U-SHAPE: (Tables set out to form u-shape) |

EQUIPMENT PROVIDED FREE OF CHARGE (PLEASE ✓ or underline if electronic version)

- | | |
|--|---|
| <input type="checkbox"/> VIDEO & MONITOR | <input type="checkbox"/> LECTERN |
| <input type="checkbox"/> WHITEBOARD | <input type="checkbox"/> CD/CASSETTE PLAYER |
| <input type="checkbox"/> FLIP-CHARTS | |

EQUIPMENT AVAILABLE FOR HIRE (PLEASE ✓ or underline if electronic version)

- | | |
|--|---|
| <input type="checkbox"/> ELECTRONIC WHITEBOARD | <input type="checkbox"/> LCD DATA PROJECTOR |
|--|---|

<input type="checkbox"/> CATERING (please circle) M / TEA LUNCH A/TEA TIMES (Please complete menu) <input type="checkbox"/> TEA AND COFFEE (CONTINIOUS) (Invoiced at Cost, see Menu for prices)

FACILITY HIRE CONDITIONS:

- The room(s) is hired with the understanding that the following conditions apply:
- The hire charge does not include a cleaning component therefore we request that all room(s) used be left clean and tidy. If extra cleaning is required, a cleaning charge will incur.
- Please note that whilst kitchen facilities are available upon request, consumables are not. Catering can be arranged by contacting The Cafeteria, telephone (08) 9159 6879. **Please note that it is requested that NO FOOD be consumed within the seminar centre. The Seminar Centre has a reserved area in the cafeteria that can be utilised by Seminar Centre Patrons.**
- Any damage/loss of equipment of the Seminar Centre during hire is to be repaired or replaced at cost to the hirer.
- Please ensure that the light switches and appliances switches are turned off at the end of session.

CANCELLATION and MINIMUM BOOKING FEE:

- If less than 10 days notice of cancellation in writing, a fee of 25% of the hire charge will apply. If 24 hours or less notice is given of cancellation, full hire fee will be charged. A minimum of 3 hours hire will be charged for each booking.

BOOKINGS CAN ONLY BE CONFIRMED WHEN THIS FORM IS SUBMITTED

Signed: _____ **Date:** _____

PAYMENT METHOD:

Cash/Credit Card: \$ _____ Purchase Order No (please attach) _____

Cheque Enclosed*: \$ _____ Cheque No _____

Credit Card Type: Bankcard/MasterCard/Visa (Please circle)

Card Number:

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Signature: _____

Name on Card: _____ Expiry Date: / /