



CONFERENCE ROOM BOOKING FORM

CLIENT: _____

CONTACT: _____ PHONE: _____

ADDRESS: _____

FAX NUMBER: _____ PURCHASE ORDER NO: _____

DATE/S OF CONFERENCE: _____

| | Description | Cost | Quantity | Total |
|----------------|-------------|-----------|---------------|-------|
| Room Hire | | | | |
| Equipment Hire | | | | |
| Tea and Coffee | | | | |
| Extension Lead | | No charge | | |
| Power Board | | No charge | | |
| Total | | | Sub total | \$ |
| | | | Less Discount | \$ |
| | | | Plus GST | \$ |
| | | | Total | \$ |

START TIME: _____
(should not be earlier than 8:30 a.m.
 and access time will be 15 min before start time)

FINISH TIME: _____
(should not be later than 4:45 p.m.)

A.M. BREAK _____ LUNCH BREAK _____ P.M. BREAK _____

REQUIRE SERVICE DURING BREAKS? **YES / NO (please encircle)**

SEATING – (chairs, lounges); _____ TABLES: _____

ROOM SET UP; _____ WHITEBOARD _____

NUMBER OF PEOPLE ATTENDING; _____

ADDITIONAL INFORMATION; _____
