



External event booking form

Company Name:

ABN:

Contact Name:

Email: Phone: Mobile:

Street Address:

City: State: Postcode:

Postal Address:

City: State: Postcode:

Event details

Event Name: Event Date/s:

Start Time: Finish Time:

Number of Participants:

Venue Details - Click [Here](#) for Campus Map

Room Required	Table Setup	Technical Equipment
Centre for Professional Development CPD BUILDING 1285 Foundation Room (Rooms 1 & 2) \$200 per day Foundation Room 1 \$100 per day Foundation Room 2 \$100 per day Syndicate Room 2 \$80 per day James Hardie Dining Room \$200 per day RAFTERS BUILDING 1413 Auditorium \$200 per day Bar \$200 per day	U Shape Theatre Style Classroom Style Boardroom Style Block Style Hollow Square Other Please Specify	Whiteboard Screen Microphone Lectern Data Projector PC Flip Chart - \$15 per ream Wi-Fi Room Setup Presenters table Mints (\$1.00 Per Person)

Need your catering delivered? Please specify delivery location

Catering collections will be from Pulse Building 1414 unless advised otherwise



Catering Requirements

TEA AND COFFEE ON ARRIVAL

Menu Selections:

Number participants: Serve Time:

MORNING TEA

Menu Selections:

Number participants: Serve Time:

LUNCH

Menu Selections:

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Number participants: Serve Time:

AFTERNOON TEA

Menu Selections:

Number participants: Serve Time:

LUNCHEONS & DINNERS

PRE FUNCTION DRINKS

Number participants: Serve Time: Cash Bar Dry Till

Menu Selections:

LUNCH/DINNER MENU SELECTIONS

Number participants:

Entrée: Serve Time:

Main: Serve Time:

Dessert: Serve Time:

OR

Buffet:

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SPECIAL DIETARY REQUIREMENTS

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