

CLIENT DETAILS

If you have previously provided these details to us and they are unchanged you only need to provide your organisation and/or contact name and sign this form below.

Organisation:			
Contact Name:			
ABN:			
Email:			
Phone:		Fax:	
Mobile:			
Postal/Billing Address:			
Signature:			

Date/s required		
Time/s required	From:	To:
Room required (see page 2 for room details)		
Number of attendees		
Any additional service required?		

Is this either a government or commercial 'hot office' booking? (Please tick if yes)

- Commercial hot office booking**
- Government hot office booking**

Room Name	Max People (without tables)	Per hour Tax ex.	8 hours Tax ex.
AUDITORIUM	100	\$80	\$500
COMMERCIAL KITCHEN	5	\$60	\$300
FUNCTION CENTRE	35	\$66	\$374
MPR4	20	\$50	\$300
MPR1	15	\$40	\$240
STANDARD OFFICE	3	\$15	\$60
Small Meeting room	3	\$25	\$150

