



# FUNCTION ROOM BOOKING FORM

|                             |  |
|-----------------------------|--|
| Company Name                |  |
| Contact Name                |  |
| Street Address              |  |
| Mailing Address             |  |
| Phone                       |  |
| Fax                         |  |
| Mobile                      |  |
| E-Mail                      |  |
| Preferred method of contact |  |

## Function Details

|                                   |  |                |  |
|-----------------------------------|--|----------------|--|
| Function                          |  | Function Date  |  |
| Number of Attendees               |  |                |  |
| Arrival Time                      |  | Departure Time |  |
| Number of Breakout rooms required |  |                |  |
| Date                              |  | Printed Name   |  |
| Signature                         |  |                |  |

## Function Room Required

|                 |  |              |  |             |  |
|-----------------|--|--------------|--|-------------|--|
| Corporate Suite |  | Rugby Lounge |  | East Lounge |  |
| Club Stadium    |  | West Lounge  |  | Long Room   |  |

## Function Room Configuration

|               |  |           |  |
|---------------|--|-----------|--|
| Boardroom     |  | Theatre   |  |
| U-Shape       |  | Classroom |  |
| Banquet Style |  | Other     |  |

## Equipment Required

|                       |  |                             |  |
|-----------------------|--|-----------------------------|--|
| Electronic Whiteboard |  | Digital Camera              |  |
| Easel & butcher paper |  | Power board/Extension Cords |  |
| Overhead Projector    |  | Television/Video            |  |
| Projector Screen      |  | Fax machine                 |  |
| Conference Recorder   |  | Consumable Pack             |  |
| Data Projector        |  | Other                       |  |

## Office Services

|                       |  |                            |  |
|-----------------------|--|----------------------------|--|
| Photocopying (b & w)  |  | Fax (Local Number)         |  |
| Photocopying (Colour) |  | Fax (National Number)      |  |
| Printing (b & w)      |  | Fax (International Number) |  |
| Printing (Colour)     |  | Other                      |  |



## Catering Requirements

| TYPE OF CATERING                           | Yes/No | Service times | Details |
|--|--------|---------------|---------|
| All Day Conference Package                 |        |               |         |
| Breakfast                                  |        |               |         |
| Morning Tea                                |        |               |         |
| Lunch                                      |        |               |         |
| Afternoon Tea                              |        |               |         |
| Cocktails                                  |        |               |         |
| Banquet Dinner                             |        |               |         |
| Buffet                                     |        |               |         |
| Alcohol Served                             |        |               |         |
| All Day Continuous Tea and Coffee          |        |               |         |
| Other                                      |        |               |         |
| Are specific coloured serviettes required? |        |               |         |
| Are Tablecloths required?                  |        |               |         |
| Menu Details                               |        |               |         |
| <br><br><br><br><br><br><br><br><br><br>   |        |               |         |
| Number of Vegetarians Attending            |        |               |         |
| Any other specific requirements            |        |               |         |

## Stadium Requirements – Special Features

|                               |  |
|-------------------------------|--|
| Stadium Tour                  |  |
| Use of Oval                   |  |
| Use of Dressing Rooms/Showers |  |
| Arena Lighting                |  |
| Video Replay Board            |  |
| Abseiling                     |  |

Once complete, please fax to Canberra Stadium on **02 6253 2085**.

Canberra Stadium  
Battye Street, Bruce ACT 2617  
PO Box 666, Jamison ACT 2614  
Phone: 02 6256 6700  
Fax: 02 6253 2085  
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