

FUNCTION ROOM BOOKING FORM

| | |
|---|--|
| Company Name | |
| Contact Name | |
| Position Title | |
| Street Address | |
| Mailing Address | |
| Phone | |
| Fax | |
| Mobile | |
| E-Mail | |
| Preferred method of contact | |
| How did you hear about Canberra Stadiums Conference facilities? | |

Function Details

| | | | |
|--|--|---------------------|--|
| Function | | Function Date | |
| Number of Attendees | | Host / Hostess Name | |
| Function Start Time | | Finish Time | |
| Access Require from | | Departure Time | |
| Number of Breakout rooms required | | | |
| Date | | Printed Name | |
| Signature required on approval of a booking quote. | I agree to the quotation, terms and conditions of hire. x | | |

Function Room Required

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

* Indicate number of Suite required

Function Room Configuration

| | | | |
|-----------|--|---------|--|
| Boardroom | | Theatre | |
| U-Shape | | Cabaret | |

| | | | |
|---------------|--|-------|--|
| Banquet Style | | Other | |
|---------------|--|-------|--|

Equipment Required

| | | | |
|------------------------------------|--|--|--|
| Electronic Whiteboard | | Lecterns | |
| Flip Chart | | Power board/Extension Cords | |
| Mini PA system & corded Microphone | | West / East Lounge PA system & Microphones | |
| Video/DVD Player | | Widescreen Plasma Television | |
| Projector Screen | | Wireless Broadband Connection | |
| West Lounge Audio / Visual | | Stage | |
| 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? | | | |
| Tablecloths requirements for banquet round tables and trestle tables | | | \$9.30 per tablecloth |

| | |
|---------------------------------|--|
| Menu Details | |
| Number of Vegetarians Attending | |
| Any other specific requirements | |

Payment Details

| | |
|---------------------------|--|
| Circle appropriate method | <input type="checkbox"/> Visa / <input type="checkbox"/> Mastercard / <input type="checkbox"/> AMEX * / <input type="checkbox"/> Invoice / <input type="checkbox"/> Cheque |
| Credit Card Number | |
| Expiry Date | |
| Name on Card | |
| Cardholder Signature | |

* A 2% surcharge applies to AMEX payment

Please fax the signed and completed form to Canberra Stadium on 02 6253 2085.

Canberra Stadium
Battye Street, Bruce ACT 2617
PO Box 666, Jamison ACT 2614
Phone: 02 6256 6711
Fax: 02 6253 2085

www.canberrastadium.com.au