

# FUNCTION ROOM BOOKING FORM

Company Name	
Contact Name	
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			
Arrival Time		Departure Time	
Number of Breakout rooms required			
Date		Printed Name	
I agree to the terms and conditions of hire. 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	
Video/DVD Player		Widescreen Plasma Television	
Projector Screen		Wireless Broadband Connection	
PA System-Microphone and Lectern		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?			

Are Tablecloths required?			
Menu Details			
Number of Vegetarians Attending			
Any other specific requirements			

### Stadium Requirements – Special Features

Stadium Tour	
Use of Dressing Rooms/Showers	
Arena Lighting	
Video Replay Board	

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 6711**  
**Fax: 02 6253 2085**  
**[www.canberrastadium.com.au](http://www.canberrastadium.com.au)**

