UNIVERSITY HOUSE

THE AUSTRALIAN NATIONAL UNIVERSITY

Event Booking Form

Name of Event:

Date of Event:

Number of Attendees:

Event Start Time:

Event End Time:

Function Room:

Setup Required:

Equipment Required: (please select)

- ☐ Data Projector & Screen - $200.00
- ☐ Screen Only (bringing own data projector) - $25.00
- ☐ Laptop - $100.00
- ☐ Lectern & Microphone - Complimentary
- ☐ Roving Microphone - Complimentary
- ☐ Whiteboard - Complimentary
- ☐ Electronic Whiteboard - $90.00
- ☐ Flipchart - $30.00
- ☐ Other

Business Type

- ○ Government
- ○ Private
- ○ ANU Department
- ○ Student Organisation

Company Details

Company Name:

Postal Address:
(to appear on your tax invoice)

Delivery Address: *(if different to the above postal address)* - **On Campus Catering ONLY**

Your Contact Details

Name:

E-mail:

Contact Phone Number:

ANU Extension:

Payment Details

Charge Code Number: (ANU Departments ONLY)

Name of Delegate Authorising this code:

Credit Card Number:

CCV: *(3 digits on the back of the card)*

Expiry Date:

Name on Card:

Please note: By providing your credit card details, you agree as the credit card holder to be liable for all the charges associated with this event. Your credit card will be charged the $400.00 deposit, along with all outstanding costs at the completion of your event. The $400.00 deposit is non-refundable if your event in cancelled. Please see http://unihouse.anu.edu.au/wp-content/uploads/2014/01/5.-Terms-Conditions.pdf for full Terms and Conditions.

Thank you for completing this form and returning it to the Events department.
Please do not hesitate to contact us directly should you have any further queries.
We will be in touch to confirm your event and catering requirements.

Please email the completed form to: events.unihouse@anu.edu.au

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Would you like to be added to the University House mailing list?

- ○ Yes
- ○ No