

Internal Event Booking Form - Bathurst

Contact Name:

Email:..... Phone:..... Mobile:.....

Division/Dept/Faculty:.....

Account Code:...../...../...../..... Authorising Signature:.....
(Bookings will not be accepted without Account Codes and Authorising Signature)

Event Details

Event Title:..... Event Date/s:.....

Start Time:..... Finish Time:.....

Number of Participants:.....

Venue Details - Centre for Professional Development S17

Room Required	Table Setup	Technical Equipment
Foundation Room (Rooms 1 & 2)	U Shape	Whiteboard
Foundation Room 1	Theatre Style	Screen
Foundation Room 2	Classroom Style	Microphone
Syndicate Room 2	Boardroom Style	Lectern
Syndicate Room 3	Other Please Specify	Data Projector
James Hardie Dining Room	Room Setup	Laptop
MASON BUILDING C5	Iced Water & Glasses	Flip Chart - \$15 per ream
Dining Room	Presenters Table	
	Mints (0.70c Per Person)	

Delivery of Catering (Specify delivery location)
(Delivery fee will apply)

Collections will be from Café Mitchell unless advised otherwise

Catering Details

Tea and Coffee on Arrival

Menu Selections:.....

Number participants:..... Serve Time:.....

Morning Tea

Menu Selections:.....

Number participants:..... Serve Time:.....

Lunch

Menu Selections:.....

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Number participants:..... Serve Time:.....

Afternoon Tea

Menu Selections:.....

Number participants:..... Serve Time:.....

Luncheon and Dinner

Pre Function Drinks:..... Number participants:..... Serve Time:.....

Cash Bar/Dry Till:.....

Menu Selections:.....

Lunch/Dinner Menu Selections..... Number participants:.....

Entrée:.....Serve Time:.....

Main.....Serve Time:.....

Dessert.....Serve Time:.....

OR

Buffet:.....

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Special Dietary Requirements:

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