

# EVENT BOOKING FORM

Complete this form and send to your Venue & Events Coordinator at [venues@woolcock.org.au](mailto:venues@woolcock.org.au) or call 02 9114 0442.

To ensure that we have the information we need to facilitate your event, please take a few moments to fill out the form below. If you have any questions, please feel free to contact us on [venues@woolcock.org.au](mailto:venues@woolcock.org.au).

## EVENT DETAILS AND CONTACT INFORMATION

EVENT DATE	
ORGANISATION	
FUNCTION NAME	
BOOKED BY	
CONTACT EMAIL	
CONTACT PHONE NUMBER	
CONTACT PERSON ON THE DAY	
ADDRESS (FOR INVOICING)	
NUMBER OF ATTENDEES	
PROMOTION CODE:	
ARE YOU A NON FOR PROFIT ORGANISATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO

## HOW DID YOU FIND OUT ABOUT US?

<input type="checkbox"/> EXISTING CUSTOMER	REFERRAL	
<input type="checkbox"/> WOOLCOCK INSTITUTE WEBSITE	OTHER	
<input type="checkbox"/> GOOGLE SEARCH		

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## ROOM HIRE INFORMATION

### PREFERRED ROOM

- ☐ LECTURE THEATRE 1
- ☐ LECTURE THEATRE 2
- ☐ LECTURE THEATRES COMBINED
- ☐ BOARDROOM
- ☐ MEETING ROOM 5008
- ☐ MEETING ROOM 5009

### SET UP STYLE

- ☐ THEATRE STYLE
- ☐ CLASSROOM
- ☐ BOARDROOM
- ☐ U-SHAPE
- ☐ CABARET
- ☐ CLUSTER
- ☐ COCKTAIL

Note: Rooms 5008 & 5009 are only suitable for theatre, classroom & boardroom set up styles.

FUNCTION START TIME

FUNCTION FINISHING TIME

ORGANISER ARRIVAL TIME

DELEGATES ARRIVAL TIME

## ADDITIONAL EQUIPMENT AND AV REQUIREMENTS

(All rooms except 5008 and 5009 have built-in AV)

- ☐ WIFI
- ☐ FLIP CHART
- ☐ WHITE BOARD
- ☐ HAND HELD MIC
- ☐ LAPEL MIC
- ☐ LAPTOP
- ☐ PROJECTOR
- ☐ REGISTRATION TABLE
- ☐ TELECONFERENCE (ADDITIONAL CHARGE)
- ☐ VIDEO CONFERENCE (ADDITIONAL CHARGE)

Please contact your Venue & Events Coordinator if you are planning to use own equipment to make sure it is compatible with in-house equipment.



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## CATERING REQUIREMENTS - BASIC SELECTION

PLEASE SPECIFY CATERING TIMES: (SEE ATTACHMENT FOR MENU OPTIONS)

ON ARRIVAL	<input type="text"/>	LUNCH	<input type="text"/>
MORNING TEA	<input type="text"/>	SNACKS	<input type="text"/>
AFTERNOON TEA	<input type="text"/>		

PLEASE TICK OR SPECIFY

TEA & COFFEE (\$6/PERSON): ALL DAY ☐ SPECIFIC TIMES

SPECIAL DIETARY REQUIREMENTS:

## CATERING REQUIREMENTS - ALL DAY PACKAGES

We have a variety of all day packages, which can be tailored to suit your catering needs. Including:

- Breakfast Packages
- All Day Conference Catering
- After Conference Canapés and Drinks Packages
- Sit Down or Buffet Dinner Options

Please send me more information about these packages ☐ Yes ☐ No

## ADDITIONAL REQUIREMENTS

Will there be materials delivered to the Woolcock Institute? ☐ Yes ☐ No

Expected date of delivery	<input type="text"/>
Name of company/person delivering	<input type="text"/>
Additional Requirements	<input type="text"/>

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## WOOLCOCK VENUE HIRE TERMS AND CONDITIONS

You can find venue hire terms and conditions on our website: [www.woolcock.org.au/venuehire](http://www.woolcock.org.au/venuehire)

☐ Yes, I have read and agree to the Woolcock Institute's terms and conditions

FIRST NAME

LAST NAME

DATE

SIGNATURE

To complete your booking please insure you have attached a copy of your Public Liability Policy or Certificate of Currency, to ensure that any risks are adequately covered.

☐ Yes, I have attached my Public Liability Policy / Certificate of Currency

**Thank you for completing this booking form. Your Venue & Events Coordinator will contact you shortly to confirm your booking.**