Department of Education Conference Centre

External Booking Form (for other Government agencies)

Prior to submitting this form, please contact Conference Centre staff on (07) 3513 6809 between 8.00am-4.30pm to check availability of the room

*[Fields marked with * must be completed before submitting]*

*Contact person: *Phone:

*Department name:

*Email:

*Postal address:

*Title of Meeting (for signage):

*Day and date of function: *Number of participants:

*Function hours (12 hr) Start: Finish:

A tax invoice will be forwarded for payment in the month following the meeting date

Other details (optional):

Room Hire - Level 12, Education House, 30 Mary Street, Brisbane

Please note, all rooms (other than the Conference room) have fixed tables that cannot be moved.

☐ **Conference room** (seats 160) Select one Style preference: Select one

☐ **Boardroom** (seats 28) Select one

☐ **Training room** (seats 20) Select one

☐ **Room 12.18** (seats 24) Select one

☐ **Room 12.17** (seats 12) Select one

☐ **Room 12.02** (seats 14) Select one

Room Hire – Level 19, AM60, 42-60 Albert Street, Brisbane

☐ **Room 19.M3** (Styx room) (seats 24) Select one

☐ **Room 19.M2** (Bowen room) (seats 10) Select one

☐ **Room 19.M1** (Hillsborough room) (seats 12) Select one

Additional equipment:

☐ *Teleconference – equipment only* (the requestor to bring your teleconference account details if dialling out to more than one party)

☐ Flipchart (paper not supplied) ☐ Data projector/laptop ☐ Electronic whiteboard

SUBMIT FORM RESET FORM

Level 12, Education House

Conference room – Theatre configuration (seats 160)

Conference room – Workshop/Cabaret configuration (seats 70)

Boardroom (seats 24)

Training room (seats 20/20 training computers)

Room 12.18 (seats 19)

Room 12.17 (seats 12)

Room 12.02 (seats 14)

Level 19, AM60

Room 19.M3 Styx (seats 24)

Room 19.M2 (Bowen) (seats 10)

Room 19.M1 (Hillsborough) (seats 12)