

Event Booking Form - Dubbo**Internal Account - Details**

Contact Name:

Email: Phone: Mobile:

Division/Dept/Faculty:.....

Account Code: / / / Authorising Signature:
(Bookings will not be accepted without Account Codes and Authorising Signature)**External Account - Details**

Company Name: ABN:

Contact Name:

Email: Phone: Mobile:

Street Address:

Town: State: Postcode:

Postal Address:

Town: State: Postcode:

Event Details

Event Title: Event Date/s:

Start Time: Finish Time:

Number of Participants:

Venue Details – Dubbo Campus**Room Required**

Explorer's Café

Other (Fees May Apply):

Catering Details

Tea and Coffee on Arrival

Menu Selections:

Number participants: Serve Time:

Morning Tea

Menu Selections:

Number participants: Serve Time:

Lunch

Menu Selections:

.....

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:

.....

.....

.....

Special Dietary Requirements:

.....