



EVENT BOOKING FORM – ORANGE CAMPUS

INTERNAL ACCOUNT DETAILS

Contact Name:

Email: Phone: Mobile:

Division/ Faculty/ Department:

Account Code/...../379X /.....Authorising signature:.....

Internal bookings won't be accepted without an account code and the authorised signature.

EXTERNAL ACCOUNT DETAILS

Company Name: ABN:

Contact Name:

Email: Phone: Mobile:

Street Address:

City: State: Postcode:

Postal Address:

City: State: Postcode:

EVENT DETAILS

Event Name: Event Date/s:

Start Time: Finish Time:

Number of Participants:

VENUE DETAILS FOR ORANGE CAMPUS

Room Space Required

Sandy McKenzie Room

Templers Mill Bar

Pick up only - Collect from Banjos

There is no delivery of catering at Orange campus, all catering ordered is to be collected from Banjo's

CATERING REQUIREMENTS

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:

SPECIAL DIETARY REQUIREMENTS

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