



INTERNAL EVENT BOOKING FORM

Contact Name:

Email: Phone: Mobile:

Division/ Faculty/ Department:

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

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

EVENT DETAILS

Event Name: Event Date/s:

Start Time: Finish Time:

Number of Participants:

VENUE DETAILS Click [Here](#) for Campus Map

Room Required	Table Setup	Technical Equipment
Centre for Professional Development CPD BUILDING 1285	U Shape	Whiteboard
Foundation Room (Rooms 1 & 2)	Theatre Style	Screen
Foundation Room 1	Classroom Style	Microphone
Foundation Room 2	Boardroom Style	Lectern
Syndicate Room 2	Block Style	Data Projector
James Hardie Dining Room	Hollow Square	PC
RAFTERS BUILDING 1413	Other Please Specify	Flip Chart - \$15 per ream
Auditorium		Wi-Fi
Bar		Room Setup
		Presenters table
		Mints (\$1.00 Per Person)

Need your catering delivered? Please specify delivery location
Catering collections will be from Pulse Building 1414 unless advised otherwise

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:

LUNCHEON & 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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