

To:	Company:
Fax:	Date:

AMC JAKOVICH FUNCTION CENTRE
Cnr McGrath and Russell Roads, Henderson, Western Australia



BOOKING FORM

Company name:	
Postal address:	
Email address:	
Telephone:	Facsimile:
Mobile:	

This form is to be fully completed and returned to the Function Centre within 48 hours after making a booking.

All cancellations / reschedules must be sent via email. Cancellations / reschedules made within 14 days of the event will incur a cancellation penalty of 50% of the total room hire. Cancellations / reschedules made within 48 hours of the event will incur a full room hire rate.

I acknowledge and accept the Terms and Conditions dated 1 July 2009.

Signed:	Date:
Name:	
Company:	

PAYMENT DETAILS

Payment terms are strictly 7 days.

We would like to pay this invoice via: Cheque EFT Credit Card

Email invoice to:

EFT details available on invoice

Please charge my credit card:

Credit card type:	Visa	MasterCard
Card number:		
Name on card:	Expiry date:	

Event day and date:	Estimated number attending:
Event title:	
Event type:	

ROOM	<input checked="" type="checkbox"/>	Event start time*	Event finish time*	EQUIPMENT	<input checked="" type="checkbox"/>	Additional charge
Lake Coogee	x			Screen and whiteboard	Free	
Garden Island				Laptop		
Carnac Island				Electronic whiteboard		
Jervoise Bay				Flipchart		
Thomas Peel Boardroom				Laser pointer or presenter remote control		
Lake Coogee Room with Function Bar				Data projector (laptop)		
				Handheld microphone		
Garden Island & Carnac Island Rooms (combined)				Video conference facilities		
				Teleconference		
<i>*The room will be accessible for 30 min before and after the event for set up / pack up.</i>				Internet connection (per user)		

SET UP STYLE



Theatre
U-Shape
Workgroup – open face
Classroom
Registration table
Presenter's table
Resources table
Display table

EXTRA REQUIREMENTS

PLEASE SKETCH PREFERRED SET UP