

TECHNOLOGY PARK FUNCTION CENTRE

2 Brodie Hall Drive, Bentley, Western Australia



technology
Park BENTLEY
WESTERN AUSTRALIA

FUNCTION CENTRE BOOKING FORM

Contact name:	
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
Seminar room 1	<input checked="" type="checkbox"/>			Screen and whiteboard	x	Free
Seminar room 2				Laptop		
Seminar room 3				Electronic whiteboard		
Seminar room 4/5/6				Flipchart		
Theatre				CD player		
Boardroom				Stage (per piece)		
Dining room / terrace				Overhead projector (transparency film)		
Foyer				Data projector (laptop)		
Bar				TV / VCR		
Terrace with BBQ				Lapel microphone		

**The room will be accessible for 30 min before and after the event for set up / pack up.*

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

Handheld microphone
Sound system
Laser pointer or presenter remote control
Lectern
Video conference facilities
Teleconference
Internet connection (per user)

EXTRA REQUIREMENTS

PLEASE SKETCH PREFERRED SET UP