

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:	
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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
Other: _____

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

PLEASE SKETCH PREFERRED SET UP

EXTRA REQUIREMENTS

Email to: admin@techparkwa.org.au or fax to: (08) 9361 4077