

Internal Event Booking Form - Bathurst

Contact Name:

Email: Phone: Mobile:

Division/Dept/Faculty:

Account Code:/.....1""59; Z "" Authorising Signature:
(Bookings will not be accepted without Account Codes and Authorising Signature)

Event Details

Event Title: Event Date/s:

Start Time: Finish Time:

Number of Participants:

Venue Details

Room Required	Table Setup	Technical Equipment
Centre for Professional Development CPD BUILDING 1285		
Foundation Room (Rooms 1 & 2)	U Shape	Whiteboard
Foundation Room 1	Theatre Style	Screen
Foundation Room 2	Classroom Style	Microphone
Syndicate Room 2	Boardroom Style	Lectern
James Hardie Dining Room	"Block Style	Data Projector
RAFTERS BUILDING 1413	Hollow Square	Laptop
Auditorium	Other Please Specify	Flip Chart - \$15 per ream
Bar		Room Setup
MASON BUILDING 1414		Presenters Table
Dining Room		Mints (\$1.00 Per Person)

Delivery of Catering (Specify delivery location)
(Delivery fee of \$20.00 will apply for deliveries outside of our venues)

Collections will be from Pulse Building 1414 unless advised otherwise

Catering Details

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 and 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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