

**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**

<b>Room Required</b>	<b>Table Setup</b>	<b>Technical Equipment</b>
<b>Centre for Professional Development CPD BUILDING 1285</b>	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	Laptop
<b>RAFTERS BUILDING 1413</b>	Other Please Specify	Flip Chart - \$15 per ream
Auditorium		<b>Room Setup</b>
Bar		Presenters Table
<b>MASON BUILDING 1414</b>		Mints (\$1.00 Per Person)
Dining Room		

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

