**ROOM BOOKING FORM**

Organisation Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ABN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Attendees: \_\_\_\_\_\_\_\_\_

(Max 15)

Date of Booking: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Booking: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUIREMENTS:** *(please tick options and provide details as required)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirements** | **Tick if required** | **Rate (Standard)** | **Rate (CRC Members)** |
| Meeting Room Hire - office hours (9am - 4pm). Includes:   * Up to 4x Tables and chair set up * Split System Air-conditioner * Large Screen TV with computer connectivity * Whiteboard |  | $15 per hour | $11 per hour |
| Room Hire - after hours |  | $25 per hour | $20 per hour |
| Internet access / videoconferencing   * how many people? \_\_\_\_\_\_\_\_\_ |  | $2 per 15mins  $8 per hour | $1.50 per 15mins  $6 per hour |
| Computers (including Laptop & Tablet) |  | Available on request | Available on request |
| Tea and Coffee |  | $3 per person | $2 per person |
| Tea and Coffee and morning tea |  | $5 per person | $4 per person |
| Other catering (e.g. lunch) |  | Available on request | Available on request |
| Appointment Booking service |  | $2.50 per appt | $2.20 per appt |
| Printing, faxing, other services |  | Available on request | Available on request |

Please provide details of how you’d like the room set up:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you wish to discuss any further requirements, please contact 9765 1169 or email [boyupbrook@crc.net.au](mailto:boyupbrook@crc.net.au)

*Please be advised that we encourage a plastic free environment.*

*Glasses, crockery and cutlery can be provided as part of your booking if required.*