**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

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

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