Booking Form

Organisation

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Name of organiser .....

(Alternate contact) .....

Address .....

.....

..... P/Code .....

Telephone .....

Facsimile .....

Type of Function

.....

Arrival

Day of week .....

Date .....

Approx. time function begins ..... am/pm

Approx. time to access room ..... am/pm

Departure

Day of week .....

Date .....

Approx. time function ends ..... am/pm

Approx. time to exit room ..... am/pm

Group Size .....

Accommodation

Single rooms .....

Multishare rooms .....

Meeting Equipment Requirements

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Preferred Seating (tick one)

☐ U - Shaped ☐ Theatre

☐ Classroom ☐ Banquet

Recreational Requirements
Special Requests

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Name ..... **Title** .....

Signature ..... **Date** .....

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