

**Pavilion Function Booking Details**

Function Booking Details

Contact Person on Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Booking Requirements

# Date of Function to be Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Guests: \_\_\_\_\_\_\_\_\_\_\_ (Max: 100)

# Time Required: (From): \_\_\_\_\_\_\_\_\_\_ (To): \_\_\_\_\_\_\_\_

**Room Set Up**

U Shaped □ Classroom Style □ Boardroom □

Theatre Style □ Cocktail Style □ Other: (attach diagram)

**Equipment Requirements** (All equipment subject to availability)

Data Projector □ (HDMI Output Only) Extra Chairs □ QTY: \_\_\_\_\_\_\_\_

Catering Tables □ QTY: \_\_\_\_\_\_\_\_ Registration Tables □ QTY: \_\_\_\_\_\_\_\_

Whiteboard □ QTY: \_\_\_\_\_\_\_\_

Flipchart □QTY: \_\_\_\_\_\_\_\_ (3 Available Only)

Whiteboard □ QTY: \_\_\_\_\_\_\_\_ (4 Available Only)

Lectern □ QTY: \_\_\_\_\_\_\_\_ (1 Available Only)

Hand held Microphone □ QTY: \_\_\_\_\_\_\_\_ (2 Available Only)

Lapel Microphone □ QTY: \_\_\_\_\_\_\_\_ (2 Available Only)

Speaker □ (Please supply your own adaptor for IPhone 7)

# Catering Options

Onsite Caterer – Please enquire with our team for all your catering requirements (menus available)

Catering Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival Time: \_\_\_\_\_\_\_\_\_\_\_\_ Kitchen Access Required from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Morning Tea □Time: \_\_\_\_\_\_\_ Lunch □Time: \_\_\_\_\_\_\_ Afternoon Tea □Time: \_\_\_\_\_\_\_

**Floral Arrangement** □ Budget: \_\_\_\_\_\_\_ Colour Preference: \_\_\_\_\_\_\_ Request: \_\_\_\_\_\_\_\_

*To confirm booking and receive CLA please sign below:*

Name: Initial: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_