

VENUE HIRE ENQUIRY FORM

Name of Organisation / Event Company

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Contact Details

| | | | |
|-----------------|--|--------|--|
| Contact Name | | | |
| Mailing Address | | | |
| Phone (BH) | | Mobile | |
| Email | | | |

Preferred Dates (please indicate up to 3 dates)

| | | | | | |
|---|--|---|--|---|--|
| 1 | | 2 | | 3 | |
|---|--|---|--|---|--|

Event Timings

| | | | |
|------------|--|---------------------------|--|
| Start Time | | Finish Time (Approximate) | |
|------------|--|---------------------------|--|

Name of Event

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|--|
| |
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Event Type (please tick as required)

| | | |
|---------------------------------------|--|----------------------------------|
| <input type="checkbox"/> Interviews | <input type="checkbox"/> Theatrical Performance | <input type="checkbox"/> Dinner |
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Graduation / Speech Night | <input type="checkbox"/> Lecture |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Information Session | <input type="checkbox"/> Other: |

Will This Be A Ticketed Event

Yes No Other _____

Number of attendees:


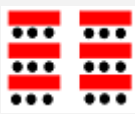
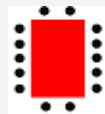


Equipment Requirements (please tick as many as required)

(Prices are per day)

| | | | | | |
|---------------------------------|--|------------------------------|--|-----------------------------|--|
| Whiteboard (2) \$25 | | Projector Screen (2) \$25 | | Data Projector (2) \$200 | |
| Cordless Microphone (3) \$50 | | Lectern (1) \$50 | | Urn* (3) \$25 | |

*please note B&G does not supply tea, coffee or cups.

| Venue/s Required | | | | | |
|--|--|---|--|--|--|
| (Prices are per day. Half day bookings available at 70% of the full day rate) Any booking greater than 4 hours will be charged at the full day rate. | | | | | |
| Function Room A – (including pool tables) \$300 | | Function Room B \$200 | | Function Room C \$200 | |
| Function Room D (includes stage area) \$300 | | Function Room Package \$800 (includes Function Room A,B,C&D) | | Redback Lounge/Bar (does not include use of bar) \$300 | |
| Garran Room \$200 | | Burton Room \$150 | | Dining Room \$50 | |
| Tutorial Room 1 \$75 | | Tutorial Room 2 \$75 | | Music Room 2 \$40 | |
| Music Room 3 \$65 | | Music Room 4 \$50 | | Music Room 5 \$35 | |
| Music Room 6 \$10 | | Sewing Room \$10 | | Music Room 8 \$20 | |
| Catering Kitchen \$150 | | | | | |

| Room Set up Requirements | | | | | |
|---|--|--|--|---|--|
| U - Shape  | | Class Room  | | Boardroom  | |
| Theater  | | Banque  | | Other | |

Additional Comments:

Please Note: This is an enquiry form only and does not confirm your booking. Prices are subject to change and will be provided in a quote if your function is approved. We do not accept booking for birthday parties. Half day rates will be calculated at 70% of the full day rate.