

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	
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Event Timings

Start Time		Finish Time (Approximate)		
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Name of Event

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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:


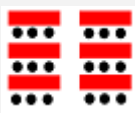
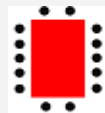


Equipment Requirements (please tick as many as required)

(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) \$600		Function Room B \$500		Function Room C \$500	
Function Room D (includes stage area) \$600		Function Room Package \$2000 (includes Function Room A,B,C&D)		Redback Lounge/Bar (does not include use of bar) \$650	
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		Kitchen Bay \$100			

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.