

BOOKING FORM

COMPANY / DEPARTMENT: _____ DIVISION: _____

BOOKING CONTACT NAME: _____

BOOKING CONTACT PHONE: _____ EVENT NAME: _____

BOOKING CONTACT EMAIL: _____

BILLING ADDRESS: _____

POSTCODE: _____ ABN: _____

Please indicate and specify where required

| ROOM TYPE | CAPACITY | NO. OF PEOPLE | START DATE | ACCESS TIME | FINISH DATE | FINISH TIME |
|---|----------|---------------|------------|-------------|-------------|-------------|
| <input type="checkbox"/> SERVICED OFFICE | 1-3 | | | | | |
| <input type="checkbox"/> SMALL MEETING | 6 | | | | | |
| <input type="checkbox"/> MEDIUM MEETING | 8-10 | | | | | |
| <input type="checkbox"/> LARGE MEETING | 12-14 | | | | | |
| <input type="checkbox"/> VIDEO CONFERENCE | 12 | | | | | |
| <input type="checkbox"/> BOARDROOM | 20 | | | | | |
| <input type="checkbox"/> MULTIPURPOSE | 24-150 | | | | | |

REQUIRED ROOM LAYOUT (MULTIPURPOSE ROOMS): Suggested options can be viewed in our brochure and on our website

- Boardroom Café U-Shape
 Classroom Theatre Other, please specify below

REQUIRED EQUIPMENT: Please also liaise with external facilitators / trainers and include their requirements here

- AV Projector / Screen Roving Microphone Laptop Conference Phone
 Whiteboard Lapel Microphone Hearing Loop Other, please specify below
 Internet Access Lectern / Inbuilt Microphone Flip Chart Stand (BYO paper)

CATERING: Catering menu available at reception and on our website. Crockery surcharge applies, plates, napkins & utensils to be provided by Dialogue at \$2pp

- Yes**, I've attached catering booking form
 No, if using external catering please specify:

ENTRY SIGN:

- Yes**, please include my event name on the daily entry sign **No**, I do not require an entry sign

PLEASE TURN OVER

TERMS AND CONDITIONS:

1. Booking forms must be completed and returned no later than seven (7) days (non-business days) prior to the conference being held
2. Minimum booking periods apply for meeting rooms. Half day minimum rates apply to multipurpose room
3. Invoices are raised post event calculated from access time until finish time. Day rates are based on 8hrs, half day 4hrs and additional hours billed hourly with a 15min grace period either side.
4. All charges are based on current rates which are quoted excluding GST and are subject to change. Room rates are reviewed annually
5. Email confirmation by hirer essential to secure booking and acceptance of the Terms and Conditions
6. Cancellations within 48 hours of the booking time will incur the full room hire fee including catering
7. Catering is available and order must be finalised 24 hours prior to the catering delivery
8. Dialogue internet feed is firewalled and will only allow access to HTTP / HTTPS traffic. If you require any additional ports to be opened, please provide specific details on the booking form (48 hours notice)
9. The booking contact or other must arrive 1 hour prior to booking if AV equipment is required. The booking contact / facilitator / trainer / leader must check in with reception for a venue briefing prior to function commencement
10. Any large amount of rubbish generated from the conference must be cleared at the hirers expense and time
11. Whiteboards must be cleaned after use and all equipment must be left as found
12. Room setup can be organised at your request as per details provided, alternatively setup of rooms can be organised by the hirer
All chairs and tables are to be reinstated to the original formation at the conclusion of your conference
13. All bookings are taken in good faith, however, management accepts no responsibility should a double booking of a room occurs
14. Management does not accept responsibility for any loss or damage to personal or property suffered by the hirer companies or individuals, their employees, guests or invitees
15. Any damage or breakage to the facility including but not limited to walls, furniture, or equipment will be charged to the hirer
16. Tea and Coffee facilities will be provided in the breakout area and at the kitchenette next to the multi-purpose rooms and is included in the hire rates
17. Serviced office bookings will include an exclusive tea and coffee service and access to office services
18. Administration services including photocopying, printing, faxing, binding and scanning are available from reception with associated costs. The hirer can nominate whether these costs will be added to the room hire rate or paid in cash at reception
For administration charge rates please check with reception
19. All meeting room bookings will include complimentary water and mints

I have read and understand the terms and conditions provided

Please tick if you wish to receive Dialogue e-communication - including the latest business centre news, special offers and events

SIGNED: _____

DATE: _____

Please sign or type your name in the box above for a digital signature and return via **fax** or **email** listed below

