



THE GARDEN  
OFFICE PARK

## **CONFERENCE ROOM BOOKING FORM**

TO: \_\_\_\_\_ EMAIL: [garden@gardenoffice.com.au](mailto:garden@gardenoffice.com.au)

FROM: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

### **BILLING DETAILS**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

### **BOOKING DETAILS**

DATE/S REQUESTED: \_\_\_\_\_

PERIOD: FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm

NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

SET-UP REQUIREMENTS: (Please Tick)

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> THEATRE STYLE | <input type="checkbox"/> SEMI CIRCLE WITH TABLES |                                       |
| <input type="checkbox"/> SEMI CIRCLE   | <input type="checkbox"/> EXAM STYLE              | <input type="checkbox"/> ROUND TABLES |

Special Comments: \_\_\_\_\_

ADDITIONAL REQUIREMENTS: (Please tick)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> WHITEBOARD | <input type="checkbox"/> LECTERN            |
| <input type="checkbox"/> SCREEN     | <input type="checkbox"/> OVERHEAD PROJECTOR |

Special Comments: \_\_\_\_\_

**Please note:**

- Any catering required must be arranged direct with The Cafe 'The Other Office' on (08) 9443 7448 or your own Caterers.
- It is also essential that your company have signed a "License to Use Conference Room" agreement.
- **Non-Tenants are required to make payment prior to collection of keys. Proof of payment is required.**
- Equipment available is limited to 100 chairs, 10 small tables, 9 large tables and 10 round tables. Additional requirements may be hired at your expense.
- The overhead projector does not get handed out till the day of the booking between the hours of 8:30am – 5:00pm.