



2 Paterson Street MUNDIJONG
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FACILITY BOOKING FORM

Organisation/Group name: _____

NFP Incorporation Sighted Yes No

Contact person: _____

Address: _____

Suburb/town: _____ Postcode: _____

Phone: _____ Mobile: _____ Fax: _____

Email: _____ P/O No _____

AVAILABLE FACILITIES: please indicate which facility and which areas you wish to use for your activity/event:

- Function Room Acacia Training Room Common Area/Kitchen
 Board Room Banksia Training Room

Booking times: **Date required -** _____

Times must be block-booked and run on from each other, for example;

Set Up time – 2.00pm -4.00pm Function time – 4.00pm – 8.00pm

	START TIME	FINISH TIME
Set up :	_____ am/pm	_____ am/pm
Function/Event time:	_____ am/pm	_____ am/pm
Clean Up:	_____ am/pm	_____ am/pm

Setup and pack away quotation: Yes No Clean up Quotation: Yes No

Catering Quote Required: Yes No

Please tick type of catering required:

Tea/Coffee Only Morning Tea Light Lunch Afternoon Tea

Nature of Activities: _____

Anticipated people in attendance:

Other information/requirements: _____

Terms and conditions:

I of the above mentioned organisation/group have read and accept the terms and conditions outlined with this form. Signature:.....