



Meeting Booking Form

Enquiry Only Tentative Booking

Thank you for your inquiry. Please complete and return this booking form via fax (97095978) or email (events@bankstownsports.com) to the events office. Please note your booking is not confirmed until you receive a confirmation sheet from our office. Your booking will be considered tentative until the signed confirmation sheet is returned along with a deposit or full payment is received.

BUSINESS DETAILS

Business Name: _____ ABN: _____

Street Address: _____

Town/Suburb: _____ State: _____ Postcode: _____

Postal Address: _____

Telephone: _____ Fax: _____

Email: _____ Mobile: _____

Contact Person: _____

CONFERENCE DETAILS

Number of delegates _____

Event Date: _____ Alternative Date: _____

Event Title for signage purposes: _____

Arrival Time of Facilitator: _____ Arrival Time of Guests: _____

Starting Time of Event: _____ Closing time of Event: _____

Type of Event (please circle) The Grand Ballroom only Theatre or Cabaret Seating available

Meeting Presentation Training Networking Workshop

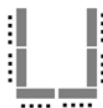
Other: _____

Room Layout (please circle)

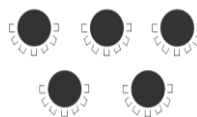
Theatre



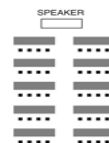
U Shape



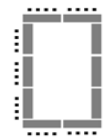
Cabaret



Classroom



Boardroom



Attendance Numbers: _____ No Breakout rooms required: _____

No in each breakout room: _____



Meeting Booking Form

Equipment Requirements (please circle)

Whiteboard Flipchart OHP Data Projector & Screen DVD Player Internet Access
Telephone Access Individual Internet Connections for on line training Microphone

Other: _____

Catering Requirements (please circle)

Tea/Coffee on arrival Morning Tea Lunch Afternoon Tea

Other requirements: _____

*For your convenience all catering is provided on our pre function areas to minimise interruption to your event unless otherwise requested. Please note it is the policy of this establishment not to allow any outside catering to be bought in and consumed on our premises.

DELIVERIES

Access to the Event Centre for build-up and / breakdown or any deliveries will be via the loading dock only, unless permission has been granted by Centre management. Under no circumstances should event equipment be moved in or out via front-of-house areas. This includes the Porte Cochère at entrance of the Club area. Any person wishing to gain access to the Loading Dock should notify the Event Centre through the organiser at least twenty-four (24) hours in advance. It is the organiser's responsibility to ensure that exhibitors and contractors are made aware of the conditions regarding the use of the loading dock.

Any delivery sent in prior to you event must be clearly marked with the following information:-

- The name & date of your event
- The room location of your event

This information is available on the confirmation of your booking or from the event centre staff.