

Room Booking Confirmation

This is confirmation of your room booking. Please notify us with any changes or alterations.
This is **not an Invoice**, an Invoice will be sent separately at the completion of your business.

COMPANY NAME:			
Contact Person:			
Email Address:			
Invoicing Address:		<input type="checkbox"/> Post/Email <input type="checkbox"/> Have ready on day	
Phone /Mobile Number:		Fax Number:	
BOOKING DAY & DATE:			
BOOKING TIMES:*	From:	To:	*Bookings out of hours (9am-4.30pm) incur \$80/hr extra cost
<input type="checkbox"/> CONFERENCE ROOM Maximum: 15 x people with tables 20 x people, chairs only (Catering available in this Room)	<input type="checkbox"/> Half Day <4hrs	<input type="checkbox"/> Full Day >4hrs	\$
<input type="checkbox"/> COMPUTER ROOM Maximum: 6 x people (No food or drink in this Room)	<input type="checkbox"/> Half Day <4hrs	<input type="checkbox"/> Full Day >4hrs	\$
<input type="checkbox"/> PROFESSIONALS' OFFICE Maximum: 4 x people with table (No food or drink in this Room)	<input type="checkbox"/> 1 Hr <input type="checkbox"/> Half Day <4hrs <input type="checkbox"/> Full Day >4hrs		\$
<input type="checkbox"/> VIDEO CONFERENCE ROOM Maximum: 6 x people with tables 9 x people, chairs only (No food or drink in this Room)	<input type="checkbox"/> 1 Hr <input type="checkbox"/> Half Day <4hrs <input type="checkbox"/> Full Day >4hrs		\$
<input type="checkbox"/> VIDEO CONFERENCE (IP):	Contact Details:	Time:	\$

EQUIPMENT REQUIRED: Data Projector & Screen Electronic W/Board DVD Player

NUMBER OF PEOPLE ATTENDING: _____ / **ROOM SET-UP:** Meeting style OR Theatre style

CATERING OPTIONS: Please advise staff of any Special Dietary requests at time of booking.		
<input type="checkbox"/> Tea/Coffee only (unlimited)	@ \$2.00/head x	\$
<input type="checkbox"/> MORNING TEA (Tea/Coffee/OJ/Packet Biscuits)	@ \$3.90/head x	\$
<input type="checkbox"/> MORNING TEA (Homemade Cakes & Slices)	@ \$5.20/head x	\$
<input type="checkbox"/> LUNCH: Assorted Sandwiches (1 round per person)	@ \$7.15/head x	\$
<input type="checkbox"/> LUNCH: Hot & Cold Food Platters (Prices available on request)		\$
<input type="checkbox"/> LUNCH: Soup & Assorted Sandwiches (Prices available on request)		\$
<input type="checkbox"/> FRUIT PLATTER Seasonal fruits	@ \$6.50/head x	\$
<input type="checkbox"/> AFTERNOON TEA (Tea/Coffee/OJ/Packet Biscuits)	@ \$3.90/head x	\$
<input type="checkbox"/> AFTERNOON TEA (Homemade Cakes & Slices)	@ \$5.20/head x	\$

PLEASE NOTE: SELF-CATERING OPTION IS NOT AVAILABLE FOR ANY CORRIGIN CRC ROOM BOOKINGS

BOOKING TOTAL \$

BOOKING TAKEN BY:

DATE: / /

BOOKING CANCELLATIONS

Less than 24hrs notice will be charged a 20% Late Cancellation Fee plus any incurred Catering costs.
55 Larke Cres, Corrigin 6375 W.A. Phone: 9063 2778 Fax: 9063 2779 Email: corrigin@crc.net.au