



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: <small>*Bookings out of hours (9am-5pm) incur \$49/hr extra cost</small>
<input type="checkbox"/> CONFERENCE ROOM <small>Maximum: 15 x people with tables 20 x people, chairs only (Catering available in this Room)</small>	<input type="checkbox"/> Half Day <4hrs	<input type="checkbox"/> Full Day >4hrs	\$
<input type="checkbox"/> COMPUTER ROOM <small>Maximum: 6 x people (No food or drink in this Room)</small>	<input type="checkbox"/> Half Day <4hrs	<input type="checkbox"/> Full Day >4hrs	\$
<input type="checkbox"/> PROFESSIONALS' OFFICE <small>Maximum: 4 x people with table (No food or drink in this Room)</small>	<input type="checkbox"/> 1 Hr <input type="checkbox"/> Half Day <4hrs	<input type="checkbox"/> Full Day >4hrs	\$
<input type="checkbox"/> VIDEO CONFERENCE ROOM <small>Maximum: 6 x people with tables 9 x people, chairs only (No food or drink in this Room)</small>	<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: <input type="checkbox"/> Data Projector & Screen <input type="checkbox"/> Electronic W/Board <input type="checkbox"/> DVD Player			
NUMBER OF PEOPLE ATTENDING: _____ / ROOM SET-UP: <input type="checkbox"/> Meeting style OR <input type="checkbox"/> Theatre style			
CATERING OPTIONS: <small>Please advise staff of any Special Dietary requests at time of booking.</small>			
<input type="checkbox"/> Tea/Coffee only (unlimited)	@ \$2.00/head	x	\$
<input type="checkbox"/> Morning Tea (Tea/Coffee/Cake/Biscuits/OJ)	@ \$3.50/head	x	\$
<input type="checkbox"/> Afternoon Tea (Tea/Coffee/Cake/Biscuits/OJ)	@ \$3.50/head	x	\$
<input type="checkbox"/> Afternoon Tea (Mallee Tree Café -Home made Cakes & Slices)	@ \$5.20/head	x	\$
<input type="checkbox"/> Lunch: Hot & Cold Food Platters	@ \$20.15/head	x	\$
<input type="checkbox"/> Lunch: Soup & Assorted Sandwiches	@ \$16.25/head	x	\$
<input type="checkbox"/> Assorted Sandwiches (1 round per person)	@ \$8.45/head	x	\$
<input type="checkbox"/> Fruit Platter (Seasonal)	@ \$8.45/head	x	\$
CATERING DELIVERY TIME:			
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