



# Conference 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](mailto: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

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)

Meeting                  Presentation                  Training                  Networking                  Workshop

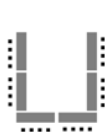
Other: \_\_\_\_\_

### Room Layout (please circle)

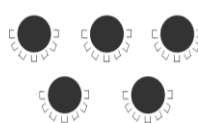
Theatre



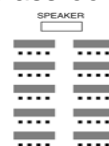
U Shape



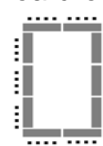
Cabaret



Classroom



Boardroom



Attendance Numbers: \_\_\_\_\_ No Breakout rooms required: \_\_\_\_\_

No in each breakout room: \_\_\_\_\_



## Conference 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.