

NGURRALA ABORIGINAL CORPORATION

VENUE HIRE – BOOKING FORM

Organisation Name:					
Organisation ABN:					
Address:					
Organisation Contact Details:		Phone:	Fax:	Email:	
Contact Person:	Name:	Phone:	Fax:	Email:	
Booking Date:		Times required:	From:	To:	Total Hrs:
Approximate No. Attending:		Description of Meeting:			
Purchase Order # (if applicable)		Special Requirements:			
Catering:	Required: Yes () No () If yes, please complete attached Catering Requirements Form.				
Authorising Officer:		Signature:		Date:	

NGURRALA ABORIGINAL CORPORATION

CONFIRMATION BOOKING FORM

Organisation Name		
Contact Person		
Your Purchase Order No. (if applicable)		
Booking Date		
Booking Time		
Approximate No. Attending		
Catering Required	Yes (<input type="checkbox"/>) No (<input type="checkbox"/>)	Morning Tea (<input type="checkbox"/>) Lunch (<input type="checkbox"/>) Afternoon Tea (<input type="checkbox"/>)
Special Requirements		
Description	Amount	Details (if relevant)
Cost of Venue Hire	\$	
Additional Charges:	\$ \$	
Cost of Catering (as per selection)	\$	
OFFICE USE ONLY: Contact Organisation to confirm booking	Date:	Person Name: Booking Still Required: Yes (<input type="checkbox"/>) No (<input type="checkbox"/>) If no: Do they wish to re-schedule? Yes (<input type="checkbox"/>) No (<input type="checkbox"/>) Reschedule date: Final Number Attending: