

## BOARDROOM BOOKING FORM

DATE REQUIRED	
TIME REQUIRED	

Room hire	Price (ex gst)	Tick requirements
Half day (4 hours) 8am – 12 noon	\$80	
Half Day (4 hours) 1pm – 5pm	\$80	
Audio visual requirements		
Wireless broadband	n/c	
White board with markers	n/c	
Wall mounted 42in monitor	n/c	
Flip chart stand (without paper)	n/c	
Flip chart stand (with paper)	\$30	
Note pad & pen	\$3 each	

Catering options ( minimum of 10)	Cost per person (ex gst)	Serving time	No of people
tea, coffee and water	n/c		
Additions @& Surcharges	Ex gst	Serving time	qty
Barista coffee services	\$2.50		

**We can assist with your catering requirements from outside providers on request.**



# Gippsland Conference Centre

Booking Contact Details				
Email form to: <a href="mailto:bookings@thegcc.com.au">bookings@thegcc.com.au</a>				
Contact Name:				
Company				
ABN		ACN		
Company Address				
phone		mobile		email
PAYMENTS				
CREDIT CARD DETAILS (to confirm booking)				
Name on card				
____/____/____		Expiry ____/____ Ccv _____	Card type	Accepted credit cards Visa    Mastercard
Payment options for conferences	Invoice	Credit Card	Account	
TERMS & CONDITIONS				
<p>In order for us to maintain the standard of secure that is expected by our clients, the following terms and conditions will apply:</p> <ol style="list-style-type: none"> <li>1. A copy of the signed terms &amp; conditions is required to secure the event.</li> <li>2. The minimum number of guests for catering is to be confirmed 7 days prior to the function.</li> <li>3. Should guest numbers decrease prior to the event the number confirmed 2 days prior to the event will be taken as the minimum number for the function and will be charged accordingly.</li> <li>4. If you cancel your event, you must give us 2 weeks' notice, if this does not occur a 35% fee for the total event will occur.</li> <li>5. Any costs associated with the damage to or loss of property of The Gippsland Conference Centre is the financial responsibility of the organiser.</li> </ol>				
Date of function	____/____/____			
I, _____ agree to the terms and conditions (print name)				
Signature of the company or organisation representative _____				
Position held _____				
Date ____/____/____				

Prices are valid from January 2021 to June 2021.

Your booking will only be confirmed once we have received your completed booking form.

Gippsland Conference Centre 1/121 Hotham St Traralgon VIC 3844 Ph 03 5174 6733.

[Bookings@thegcc.com.au](mailto:Bookings@thegcc.com.au) [www.thegcc.com.au](http://www.thegcc.com.au) PhysioChoice ABN 68 114 601 204