

LECTURE THEATRE BOOKING FORM

DATE REQUIRED	
TIME REQUIRED	

Room hire	Price (ex gst)	Tick requirements	
Half day (4 hours) 8am – 12 noon	\$150		
Half Day (4 hours) 1pm – 5pm	\$150		
Full Day Hire 8am – 5pm	\$250		
After 5pm and weekend surcharge	\$100		
Additional seating quantity	n/c	Quantity _____	
Audio visual requirements			
Wireless broadband	n/c		
75inch smart tv (hdmi preferred)	n/c		
Wireless presentation pointer	b/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) Mon- fri 8-5pm)	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	\$2.00 per serve		

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

Booking Contact Details			
Email form to: bookings@thegcc.com.au			
Contact Name:			
Company			
ABN		ACN	
Company Address			
phone		mobile	
email			
PAYMENTS			
CREDIT CARD DETAILS (to confirm booking)			
Name on card			
___/___/___	Expiry __/__	Card type	Accepted credit cards Visa Mastercard
	Ccv ___		
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"> 1. A copy of the signed terms & conditions is required to secure the event. 2. The minimum number of guests for catering is to be confirmed 7 days prior to the function. 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. 4. If you cancel your event, you must give us 2 week's notice, if this does not occur a 35% fee for the total event will occur. 5. Any costs associated with the damage to or loss of property of The Gippsland Conference Centre is the financial responsibility of the organiser. 			
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.