



MYALL PARK HALL BOOKING FORM

Please return the application to: jenny.odonnell@griffith.nsw.gov.au

Name of training/conference: _____

Booking Date/s: _____

Contact Name: _____

No of People expected (PAX): _____

If catering requested, numbers are to be confirmed 1 week prior.

REQUIREMENTS

Please tick

Hall Hire only	\$150.00	
Kitchen Hire (outsourced catering or self-catered)	\$100.00	
Catering - Morning/afternoon tea per person incl. coffee (scones/slices)	\$10.00/person	
Catering - Lunch - Sandwiches, hot nibbles and slices, refreshments	\$15.00/person	
*Coffee and Tea (instant)	\$2.00/person	
*Packet biscuits	\$0.50/person	
*Orange Juice	\$1.00/person	

* If only requiring these they will be supplied but set up to be done by the trainer

EQUIPMENT REQUIRED

Please tick

Data projector screen	
Small whiteboard	
Flat screen TV with HDMI connectivity	

NB: If no catering is needed it is up to trainer to set up and pack down.

STARTING TIME FINISHING TIME

TIME ACCESS TO THE VENUE IS REQUIRED *

Please Note: Council HR hold a Master Key for access if required before opening hours

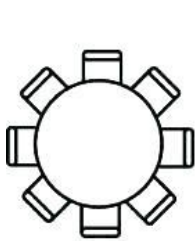
INTERVAL/BREAK TIME (if applicable)

Morning Tea

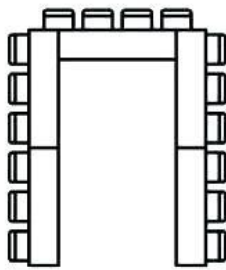
Lunch

Afternoon Tea

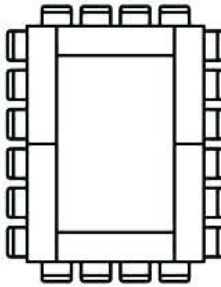
Typical Room Set Up Requests



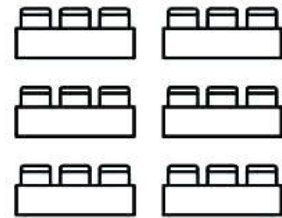
Rounds



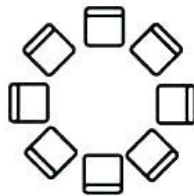
U Shape Cabinet



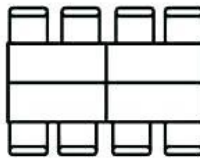
Cabinet



Classroom



Chairs in a Circle



Banked Cabinet



Auditorium

Please circle selection (rounds not available)

U Shape

Cabinet

Classroom

Circle

Banked

Auditorium

All set up will face the back wall with exception of laptop presentations on the Flatscreen. If this option is selected the room will be set up looking towards the kitchen.

ADDITIONAL INFO OR COMMENTS

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BILLING DETAILS

Invoice to:.....

Email:

ADMINISTRATION USE ONLY

DATE RECEIVED:

RECEIVED BY:

BOOKING ENTERED:

CATERING CONFIRMED:

TECHNICAL RESOURCES CONFIRMED: