**ROOM SELECTION:**

|  |  |
| --- | --- |
| **ROOM** | **Rates** |
| **Uncle Vince Ross Event Centre*** Seats up to 80 people.
* Holds workshops, functions, corporate meetings, discos, etc.
* Comes with stage and entertainment system (projector).
 | Half Day (4hrs): **$220** Full Day (8hrs): **$440** |
| **Art Shed*** Seats up to 80 people.
* Holds art workshops
 | Half Day (4hrs): **$200** Full Day (8hrs): **$400** |
| **Small Meeting Room*** Seats up to 10 people.
* Private small meeting room.
* Ideal for confidential and intimate meetings.
 | Half Day (4hrs): **$150** Full Day (8hrs): **$300** |

**NOTE: All room hire comes with FREE tea and coffee.**

**INTAKE FORM:**

|  |  |
| --- | --- |
| **First Name:** | Insert text here |
| **Surname:** | Insert text here |
| **Title:** | Insert text here |
| **Organisation:** | Insert text here |
| **Organisation Address:** | Insert text here |
| **ABN:** | Insert text here |
| **Email Address:** | Insert text here |
| **Billing Email Address:** | Insert text here |
| **Work Phone:** | Insert text here |
| **Mobile:** | Insert text here |
| **Number of People Attending:** | **Staff:**Enter No. | **Participants:**Enter No. | **Total:**Enter No. |
| **Requested Booking Date:** | Enter Date | **Time:** | Enter Time |
| **Special Requirments:** (If applicable) | Example: Access, allergies, special needs |
| **Catering:** (Note: Customers must use Narana Catering. No external catering allowed) | Yes [ ]  No [ ] If ‘YES’, please attach the ‘Narana Catering Booking Form’. |
| **Select Room:** | Choose an item. |
| **Room Set Up Required:** | [ ]  Theatre style [ ]  Classroom Style[ ]  ‘U’ Shape (max 25 ppl) [ ]  Stand up event |
| **Equipment Required:** | [ ]  Projector & screen (Narana provides laptop for compatibility) [ ]  Microphone [ ]  Whiteboard (please supply your own markers) |
| **Comments** | Insert text here |

***Office use only***

*Final Number of Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_ Client Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*INVOICE NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INVOICE DATE: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Booking by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed off: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Booking confirmed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*