**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*