



Boardroom Booking Form 2019

Date(s) required:	
Time(s) required:	

(Seats 10)

Wireless broadband, mints, water, tea and coffee facilities included with room hire

Room Hire – Boardroom	\$	Tick	
Half Day (4 hours)	\$200		
Full Day (8 hours)	\$250		
Evening (4 hours)	\$200		
Audio Visual Hire			
Data projector including screen	\$50		
Executive Conference Phone	\$40		
Flipchart with paper & markers	\$40		
Flipchart stand without paper	\$25		
Whiteboard – manual with markers	\$25		
Electronic Whiteboard – with markers	\$120		
A4 paper & pen	\$3 each		
Morning & Afternoon Tea Packages	Cost (per person)	Serving Time	No. of People
Biscuit assortment & mini muffins	\$5.00		
Assorted cakes/slice	\$8.50		
Cheese dip and biscuit platter	\$8.50		
Fruit Platter	\$8.50		
Sandwiches Menu Assorted sandwiches Tea, coffee selection & orange juice	\$15.00		
Basic Standard Menu Assorted sandwiches & hot finger food Tea, coffee selection & orange juice	\$22.50		
Healthy Business Menu Wraps and four healthy savory options Tea, coffee selection & orange juice	\$25.00		
All Hot Food Menu All gourmet hot finger food Tea, coffee selection & orange juice	\$27.50		
Executive Menu Ribbon sandwiches, gourmet hot finger food, fresh seasonal fruit platter & cheese dips & biscuits platter Tea coffee selection & orange juice	\$35.00		
Please list below any dietary requirements:			



Booking Contact Details

Contact Name _____

Company Name _____

ABN/ACN _____

Company address _____

Phone No _____

Fax No _____

E-mail address _____

Credit Card Details:

Name _____

Credit Card Details (to confirm booking)

_____/_____/_____/_____

Expiry Date __/__/__

Card Type: Visa/MasterCard/Diners/Amex

Other _____

Payment options for conference (please circle one)

Invoice/Credit Card/On account

Terms & Conditions

In order for us to maintain the standard of service that is expected by our clients, the following terms and conditions will apply:

1. A copy of the signed terms and conditions is required to secure your event
2. The 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 7 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 weeks' notice, if this does not occur a 25% fee of the total event will occur.
5. As our venue is licensed to carry food and liquor on the premises, organisers and their guests are not permitted to bring their own food or liquor to their respective events.
6. Food and beverages may not be removed from the premises.
7. The hire of the Board room for a day event allows access to the room between 8.30am and 5.30pm. The Evening hours are between 6.00pm and 11.00pm. Any overlap between these two time periods may incur an additional charge.
8. Any costs associated with the damage to or loss of property of Bridges on Argyle is the financial responsibility of the organiser.

Date of Function _____ / _____ / _____

I, _____ agree to the terms and conditions.

(Print name)

(Signature of company or organisation representative)

_____/_____/_____
(Dated)

(Position Held)

Accommodation requirements:

Prices valid from January 2019 – December 2019

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