



## Bridges Room Booking Form 2019

<b>Date(s) required:</b>	
<b>Time(s) required:</b>	
<b>Room Style</b>	<b>Tick</b>
U Shaped (seats 32)	
Theatre (seats 50)	
Classroom (seats 24)	
Conference (seats 22)	

<b>Room Hire – Bridges Room</b>	<b>\$</b>	<b>Tick</b>	
Half Day (4 hours)	\$275		
Full Day (8 hours)	\$350		
Evening (4 hours)	\$275		
<b>Audio Visual Hire</b>			
106" Data Projector with Motorised Projector Screen	\$75		
Flipchart with paper & markers	\$40		
Flipchart stand without paper	\$25		
Lapel microphone or Hand held microphone	\$25 each		
Executive Conference Phone	\$40		
Whiteboard – manual with markers	\$25		
Electronic Whiteboard – with markers	\$120		
Lectern	\$45		
A4 paper & pen	\$3 each		
<b>Morning &amp; Afternoon Tea Packages</b>	<b>Cost (per person)</b>	<b>Serving Time</b>	<b>No. of People</b>
Biscuit assortment & mini muffins	\$5.00		
Assorted cakes/slice	\$8.50		
Cheese dip and biscuit platter	\$8.50		
Fruit Platter	\$8.50		
<b>Lunch Packages</b>			
<b>Sandwiches Menu</b> Assorted sandwiches Tea, coffee selection & orange juice	\$15.00		
<b>Basic Standard Menu</b> Assorted sandwiches & hot finger food Tea, coffee selection & orange juice	\$22.50		
<b>Healthy Business Menu</b> Wraps and four healthy savory options Tea, coffee selection & orange juice	\$25.00		
<b>All Hot Food Menu</b> All gourmet hot finger food Tea, coffee selection & orange juice	\$27.50		
<b>Executive Menu</b> Wraps and four healthy savory options & fresh seasonal fruit platter Tea, coffee selection & orange juice	\$35.00		
<b>Please list below any dietary requirements:</b>			

Wireless broadband, mints, water, tea and coffee facilities included with room hire up to numbers of 40 people  
A \$5 surcharge per person will be incurred for numbers over 40 people

**Booking Contact Details****E-mail form to:****stay@bridgesonargyle.com.au**

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 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 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)

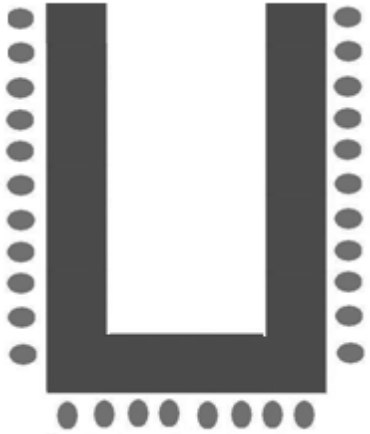
\_\_\_\_\_  
(Signature of company or organisation representative)\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Dated)\_\_\_\_\_  
(Position Held)**Accommodation requirements:**

*Prices valid from January 2019 – December 2019*

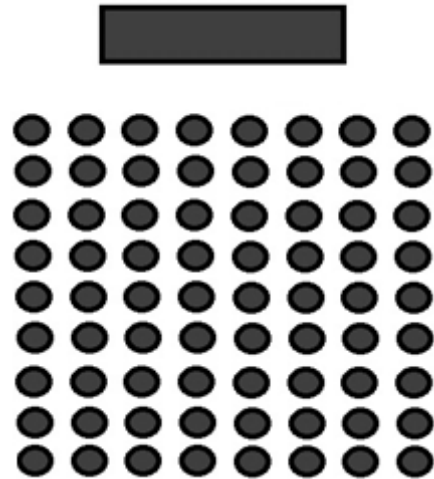
*Your booking will only be confirmed once we have received your completed booking form*

# Conference Room Styles (guide only)

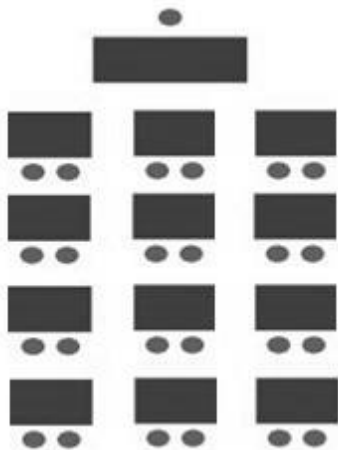
U Shaped Style



Theatre Style



Classroom Style



Conference Style

