



Ph: 03 5116 7800 Fax: 03 5116 7899

Boardroom Booking Form (seats 12)	
Date(s) required	
Time(s) required	

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

Room Hire – Boardroom	\$	Tick	
Half Day (4 hours)	\$150		
Full Day (8 hours)	\$200		
Evening (4 hours)	\$125		
Audio Visual Hire			
Data projector including screen	\$40		
Executive Conference Phone	\$30		
Flipchart with paper & markers	\$35		
Flipchart stand without paper	\$25		
Whiteboard – manual with markers	\$20		
Electronic Whiteboard – with markers	\$120		
A4 paper & pen	\$3 each		
Morning & Afternoon Tea Packages	Cost (per person)	Serving Time	No. of People
Biscuit assortment	\$2.50		
Assorted cakes/slice	\$7.00		
Cheese dip and biscuit platter	\$7.00		
Fruit Platter	\$7.00		
Lunch 1	\$12.00		
Assorted sandwiches Tea, coffee selection & orange juice			
Lunch 2	\$20.00		
Assorted sandwiches, hot finger food & fresh seasonal fruit platter Tea, coffee selection & orange juice			
Lunch 3	\$20.00		
1 ½ Assorted sandwiches & 1 ½ hot finger food Tea, coffee selection & orange juice			
Lunch 4	\$25.00		
Assorted wraps or baguette rolls, hot finger food & fresh seasonal fruit platter or cakes/slices platter Tea, coffee selection & orange juice			
Lunch 5 (Executive)	\$30.00		
Ribbon sandwiches, gourmet hot finger food, fresh seasonal fruit platter & cheese dips & biscuits platter Tea coffee selection & orange juice			



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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. Full payment is required with 7 working days of the completion of your conference.
9. 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

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