

BOOKING CONTACT DETAILS		
COMPANY NAME		
CONTACT NAME		
CONTACT PHONE		
CONTACT EMAIL		
BILLING ADDRESS		
ABN		
INSURANCE	<input type="checkbox"/> #A copy of our Public Liability Insurance certificate of currency is attached with this form	
ON-THE-DAY CONTACT <i>(If not the same as above)</i>		
CONTACT NAME		CONTACT MOBILE:
COMPANY NAME		
CONTACT ROLE	<input type="checkbox"/> Organiser <input type="checkbox"/> Facilitator/Trainer <input type="checkbox"/> Attendee	
FUNCTION DETAILS		
FUNCTION NAME		
FUNCTION DATE/S		DURATION (HOURS/DAYS):
EXPECTED NUMBER OF ATTENDEES (INC. FACILITATORS)	<i>N.B. Final numbers must be confirmed 7 days from the event, at which time your final invoice will be issued (with the remaining balance of the hire &amp; service fees applicable).</i>	
START TIME/S		END TIME/S: <i>N.B functions must finish no later than 4:30pm</i>
PREFERRED DAILY VENUE ACCESS TIME	<i>N.B. The facilitator must be on-site 30 minutes prior to the function, and access is only available from 7:30am.</i>	
SITE VISIT REQUIRED?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	<i>*QCITC will contact you to confirm a time, subject to availability.</i>
ROOM SELECTION AND EQUIPMENT REQUIREMENTS		
	BRISBANE	TOWNSVILLE
	<input type="checkbox"/> Boardroom <input type="checkbox"/> Theatre <input type="checkbox"/> Simulator Centre <input type="checkbox"/> Plant Simulator/s <input type="checkbox"/> Training Room 1	<input type="checkbox"/> Training Room 2 <input type="checkbox"/> Training Room 3 <input type="checkbox"/> Training Rooms 2&3 Combined
ROOM SET-UP	<input type="checkbox"/> U-Shape <input type="checkbox"/> Classroom	<input type="checkbox"/> Training Room <input type="checkbox"/> Theatre style <input type="checkbox"/> Boardroom <input type="checkbox"/> Other: _____
VENUE EQUIPMENT REQUIRED	<input type="checkbox"/> Lectern <sup>\$\$</sup> <input type="checkbox"/> TV with DVD player <sup>\$\$</sup> <input type="checkbox"/> Computer <sup>\$</sup> <input type="checkbox"/> Projector & screen <i><sup>\$</sup>Not available in Townsville</i> <i><sup>^</sup>Not available in the Theatre</i> <i><sup>#</sup>Only available in Theatre</i>	<input type="checkbox"/> Interactive whiteboard <sup>\$^</sup> (subject to availability) <input type="checkbox"/> Standard whiteboard <sup>\$</sup> (subject to availability) <input type="checkbox"/> Video conferencing facilities (camera & speaker only) <sup>\$\$</sup> <input type="checkbox"/> Other: _____ <i><sup>%</sup>Hirers must organise their own virtual meetings – i.e. send a link and manage during the meeting. <u>Teams</u> is recommended</i> <i>CCF QLD can only provide a camera and speaker if available.</i>

<b>BYO EQUIPMENT</b>	<input type="checkbox"/> Laptop* <input type="checkbox"/> Speakers	<input type="checkbox"/> Clicker/pointer <input type="checkbox"/> Other: _____
	<i>*N.B. Laptops connect to the QCITC projectors via HDMI cable. If your laptop does not have HDMI connectivity, you will need to bring your own adapter. CCF QLD cannot guarantee the performance of AV if you choose to bring your own laptop to connect to our in-house projector, screen, etc.</i>	
<b>PROVISION OF TEA, COFFEE &amp; WATER</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>This is an additional cost of \$5 per person, per day of the booking.</b>	
<b>WILL YOU BE ORGANISING EXTERNAL CATERING?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Catering company: _____ Catering arrival time/s: _____  <i>N.B. QCITC can recommend caterers but cannot organise catering for functions. It is the organiser's responsibility to arrange, take delivery of, serve and clean-up from all catering; and ensure food is only consumed in the Student Eating Area, adjacent to the tea &amp; coffee station.</i>	
<b>ACCEPTANCE OF BOOKING TERMS CONDITIONS</b>		
<b>TERMS AND CONDITIONS</b>	<input type="checkbox"/> #I have read and accepted the terms and conditions	<b>ARE YOU A CCF QLD MEMBER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SIGNATURE OF BOOKING CONTACT</b>	_____	<b>DATE</b> ____/____/____

Once completed, please send this booking form via email to [qldevents@ccfgld.com](mailto:qldevents@ccfgld.com) for processing. Please ensure that if you are booking rooms for multiple functions that you complete one form per function.

*When your booking has been approved by QCITC you will receive a confirmation email and deposit invoice (for 50% of the applicable room hire fees), sent to the email address listed on this form. The booking will only be officially confirmed once the deposit payment is received. If you book less than 7 days out from your function, you will be invoiced in full to confirm.*

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**OFFICE USE ONLY**

<b>CONFIRMATION SENT TO CLIENT VIA EMAIL:</b>	<input type="checkbox"/> Yes	<b>DATE:</b>	____/____/____
<b>BOOKING NOTES:</b>			
<b>CONFIRMED PRICE OF BOOKING (INC. GST)</b>	<b>TOTAL COST</b>	<b>COST BREAKDOWN</b>	
	\$ _____ <i>(Discount already applied if relevant)</i>	<b>1. Full venue hire fees</b> \$ _____ <b>2. Discount (if applicable)</b> - \$ _____ <b>3. Tea &amp; coffee charges</b> + \$ _____ <b>4. Other charges</b> + \$ _____	
<b>STAFF SIGNATURE:</b>	_____	<b>DATE:</b>	____/____/____

#Mandatory requirement for CCF QLD to be able to accept your booking.