###

**FUNCTION ORDER FORM**

[ ]  **NEW CLIENT** **[ ]  EXISTING CLIENT**

***\*\*Please note that if you are a NEW CLIENT of the centre, full payment of room hire is required prior to your scheduled event/workshop. Bookings can only be confirmed once full room hire payment is received.\*\****

**Name of Function/Workshop:**

**Date of Function:**       **Date Booked:**

**Organiser (name of person or company)**

**Contact Person**

**Billing Address**

**Phone #**  **Mobile #**

**E-mail address:**

***Important:***

***\*This booking can only be confirmed once this form is submitted and confirmation is received. Please email completed Function Order Form to*** ***bookings@maryboroughnc.org******).***

**\**Cancellation is three (3) days prior to function date for room hire and two (2) days for catering or full amount will be invoiced as per this function order.***

***\*For cancellation or change in function order details please complete our Cancellation/Change of Function Order Form.***

**FUNCTION DETAILS:**

**Number of Meeting Room/s required:**       **Time (incl. set-up & pack up):** **start:** **end:**       ***(NOTE: A fraction of an hour is charged an equivalent of a full hour)***

**No. of participants including facilitator:** (If # of participant is more than 12 persons, please consider hiring another room.)

**Room Hire Charges:**

**NOTE TO CLIENTS**:

 ***If you are unsure of how many rooms you require for your meeting/workshop, please email us at*** ***bookings@maryboroughnc.org***

**[ ]  Meeting rooms - *Not for profit organisations* = $20.00/room/hour (1 hour use)**

**[ ]  Meeting rooms - *Not for Profit organisations* = $15.00/room/hour (2 hours or more)**

***(Please provide us a copy or the link to your ACNC Charity status if availing our ‘not for profit’ rate. Thank you.)***

**[ ]  Meeting rooms - *Corporate/business* = $30.00/room/hour (1 hour use)**

**[ ]  Meeting rooms - *Corporate/business* = $25.00/room/hour (2 hours or more)**

**[ ]  Meeting room (with kitchenette) = Not for Profit = $25/room/hour**

 **Business = $30.00/room/hour**

**[ ]  Commercial kitchen hire (for community groups only) = $35.00/hour *(subject to availability - conditions apply)***

**[ ]  COURTYARD HIRE = $60.00 for 4 hours + $10.00 per hour after *(an additional fee of $15.00 applies if you would like it set-up e.g. extra tables, table clothes, table decos etc.)***

***\*\*For AFTER BUSINESS HOURS/WEEKEND USE, please email*** ***bookings@maryboroughnc.org******.***

**SET-UP DRAWING:**

***Room Set-Up:*** **[ ]  $10.00** **[ ]  not required**

[ ] Classroom style

[ ] Theatre style

[ ] Dining/Cabaret style *(minimum 2 x meeting rooms required)*

[ ] Conference/Meeting style

[ ] U-shape *(minimum 2 x meeting rooms required)*

[ ] Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*Our meeting room(s) capacity depends on the number of***

***participants occupying the space & your chosen room set-up.***

***Please contact us for more info\****

**EQUIPMENT HIRE: (depending on availability)**

**[ ] Stereo/PA system - $25.00 per day** **[ ] Whiteboard - $10.00 per day** **[ ] Projector - $25.00 per day *(set-up & projector***

***(set-up of PA system not included) screen not included)***

**[ ] Laptop - $25.00 per day** **[ ] Projector Screen - $10.00 per day** **[ ] URN/Kettle - $10.00 per day**

**CATERING REQUIREMENTS: *(not available on weekends and after-hours)*: *min. of 10 people***

# *Catering option#:* *@ $**per person x Total number to be served =*

***Time:* Morning Tea:** **Lunch:** **Afternoon Tea:**

**OR (Please complete this portion for details on number of servings for each meals and service time).**

## Morning Tea: Option #       Lunch: Option #

## Time: Time:

Total # to be served:       @ $     p/p Total # to be served:       @ $      p/p

## Afternoon Tea: Option #

**Time:**

Total # to be served:       @ $      p/p

***NOTE: Our Catering service is mostly run by volunteers and unfortunately due to the experience required and the cost involved including the risk of contamination in preparing meals for special dietary requirements – WE CAN NO LONGER PROVIDE THIS SERVICE, however we can still offer regular catering options. We may be able to assist with information on caterers in the area who can offer special dietary menus. Please talk to us about this. Thank you for understanding!***

***Organiser’s Confirmation***

***Please ensure this section is signed!***

**Name:**

Signature:

Date:

***Disclaimer: Signing this Function Order Form will constitute acceptance of the Maryborough Neighbourhood Centre’s Conditions of Use and Room Hire Charges and Conditions. A copy of this will be provided upon request.***

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| --- |
| **Office Use Only** |
| Room Hire | $ |
| Room Set-up fee | $ |
| Meals | $ |
| Equipment Use | $ |
| Other charges/Miscellaneous | $ |
| TOTAL | **$** |
| Prepared By: |  | Date:  |
| Approved By: |  | Date: |