

Venue Booking Form

Function Name			
Function Date		Function Day	
Venue		Contact Person	
Room Access (Please indicate time)	(Not before 8.45am)	Function Concludes	

Function Details

Start Time		Room	
Presenter's Name		Contact	
Foyer Sign to Read		Room Layout	

Equipment to be provided by the Law Society

	Yes	No
Room Hire		
▪ Half day at a cost of \$55 (inc GST)		
▪ Full day at a cost of \$110 (inc GST)		
Video Conference		
Half day at a cost of \$33 (inc GST) plus call costs if applicable		
Full day at a cost of \$66 (inc GST) plus call costs if applicable		
Registration Table		
Presenter's Table		
Data projector/screen		
Whiteboard		
PA System		
Laptop		
▪ Your own, or		
▪ the Society's		
Other (please specify)		

Registration Numbers

Expected Delegates		Presenters		Total	

Catering Requirements

(all cutlery and crockery provided by the Society)

	Yes	No
Law Society to cater		
Instructions please:		
Law Society only to provide tea, coffee, orange juice at \$3.00pp		
We will provide all our own catering		

Payment Arrangements

Details and costs quoted (GST inclusive)	
Payment Arrangements. Please provide details for invoice to be sent	