



Venue Booking Form

Function Name			
Function Date		Function Day	
Venue		Contact Person	
Contact Email	Contact Phone		
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	Responsibility of Hirer to setup

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	
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Catering Requirements

	Yes	No
Law Society only to provide tea, coffee, orange juice at \$3.00pp		
Law Society does not organize catering for events. If required, we can provide contact details of caterers for your direct contact (all cutlery and crockery provided by the Society)		
Setup and cleaning for catering is the responsibility of the Hirer		

Payment Arrangements

Payment Arrangements. Please provide details for invoice to be sent	
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