

Conference Hire Booking Form



Please complete this booking form in clear block text and return to the Functions Manager via functions@cliffordpark.com.au or in person to the main office at Clifford Park Racecourse

Venue/s Room Hire \$10pp	<input type="checkbox"/> Clive Berghofer Grande Atrium
	<input type="checkbox"/> Weetwood Room
	<input type="checkbox"/> Main Bar / Bistro / QES Deck
	<input type="checkbox"/> Other _____

Booking details

Name of Event			
Type of Event			
Onsite Contact	Name:	Mobile:	
Time/Date of Event	Date:	Start Time:	End Time:
Arrival Times	Facilitators:	Attendees:	Other:
Pre-Event Setup	Date:	Time:	(Must be between 10am & 3pm – Mon - Sat)
Post-Event Pack Down	Date:	Time:	(Must be between 10am & 3pm – Mon - Sat)
Venue Set Up	<input type="checkbox"/> Cabaret <input type="checkbox"/> Workshop <input type="checkbox"/> Boardroom <input type="checkbox"/> Classroom <input type="checkbox"/> Lecture <input type="checkbox"/> Other		
Expected Attendees			

Applicant details

Applicant Name			
Organisation Name	(If Applicable)		
Organisation ABN	(If Applicable)		
Address			
City/Suburb			Post Code:
Phone (W)			Phone (M):
Email Address			
Relationship To CP	<input type="checkbox"/> Sponsor <input type="checkbox"/> Member <input type="checkbox"/> Recurring Event <input type="checkbox"/> New Event		

Extras

Item	Qty	Price	Details
Lollies On Tables		\$2 per person	Assorted Lollies (Minties, Milkos etc)
A5 Compendium		\$10 per person	70 Pages, Sticky Notes + Pen
A6 CP Notepad & Pen		\$5 per person	50 Pages + Pen
White Board & Pens		\$10 each	1 available 1200mm x 900mm + 6 Colour Pens
Flipchart – Self Stick		\$50 per stand	508mm x 584mm - 20 Sheets
Flipchart – Easel Stand		\$25 per stand	508mm x 584mm - 20 Sheets

CLIFFORD PARK RACECOURSE, PO BOX 6037, TOOWOOMBA WEST QLD 4350



07 4634 6066



07 4633 1256



www.cliffordpark.com.au



functions@cliffordpark.com.au

Conference Hire Booking Form

Catering

Catering	<input type="checkbox"/> Full Day Delegate \$50pp <input type="checkbox"/> Half Day Delegate – Afternoon \$40pp <input type="checkbox"/> Grab & Go Selection \$ 10pp	<input type="checkbox"/> Half Day Delegate – Morning \$40pp <input type="checkbox"/> Self-Serve Breakfast \$ 30pp <input type="checkbox"/> Other _____
Service Times		
Morning Tea		
Lunch		
Afternoon Tea		
Self-Serve Breakfast		
Grab & Go		
Beverages	<input type="checkbox"/> Hot station <input type="checkbox"/> Cold station <input type="checkbox"/> Other _____	

Payment details

<input type="checkbox"/> CASH	<input type="checkbox"/> CHEQUE	<input type="checkbox"/> BANKCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DIRECT DEPOSIT	<input type="checkbox"/> INVOICE
Bank Details: A/C: Toowoomba Turf Club BSB: 014 657 Account: 402 436 077						
Card Details:	Name on Credit Card:					
	Card Number:					
	Expiry Date: / CCV: Signature:					

Additional notes

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Signatures

I, the above applicant, accept the hire costs and venue limitations as set by Clifford Park Racecourse and agree to pay the required deposit upon returning of the booking form. I understand that until all documentation and deposit payment is received my booking date is not secured or confirmed. I understand that my event may be cancelled or changed should an issue arise due to safety concerns issued by government or health directives. I have read the terms and conditions of hire and hereby accept and agree to abide by the outlined conditions.

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NAME SIGNATURE DATE