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

Name of Event Type of Event Onsite Contact Name:	Venue/s	Clive Berghofer Grande Atrium							
Booking details Name of Event Type of Event Onsite Contact Name:		☐ Weetwood Room							
Name of Event Type of Event Onsite Contact Name:	Room Hire \$10pp	☐ Main Bar / Bistro / QES Deck							
Name of Event Type of Event Onsite Contact Name:		Other_							
Type of Event Onsite Contact Name: 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 Cabaret Workshop Boardroom Classroom Lecture Othe Expected Attendees Applicant details Applicant Amme Organisation Name Organisation ABN Address City/Suburb Post Code: Phone (W) Phone (W) Email Address Relationship To CP Sponsor Member Recurring Event New Event Extras Item Oty Price Details Lollies On Tables \$2 per person Assorted Lollies (Minties, Milkos etc) A5 Compendium 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	Booking details								
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 Cabaret Workshop Boardroom Classroom Lecture Othe Expected Attendees Applicant details Applicant Name Organisation Name Organisation ABN Address City/Suburb Post Code: Phone (W) Phone (W) Phone (M): Email Address Relationship To CP Sponsor Member Recurring Event New Event Extras Item Oty Price Details Lollies On Tables As Compendium \$10 per person As Sorted Lollies (Minties, Milkos etc) A5 Compendium \$10 per person 70 Pages, Sticky Notes + 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	Name of Event								
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	Flipchart – Self Stick		\$50 per stand	508mm x 584mm - 20 Sheets					
Flipchart – Easel Stand \$25 per stand 508mm x 584mm - 20 Sheets	Flipchart – Easel Stand		\$25 per stand	508mm x 584mm - 20 Sheets					





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	☐ Fu	☐ Full Day Delegate \$50pp			☐ Half Day Delegate – Morning \$40pp			
Catering	☐ H	☐ Half Day Delegate – Afternoon \$40pp			Self-Serve Breakfast \$ 30pp			
	□G	rab & Go Sel	lection \$ 10	рр		Other		
Service Times								
Morning Tea								
Lunch								
Afternoon Tea								
Self-Serve Break	ast							
Grab & Go								
Beverages	ПН	ot station	Cold s	tation [Othe	er		
Payment de	tails							
☐ CASH ☐ CH	IEQUE	BANKCARD	☐ VISA	☐ MASTERO	CARD	☐ DIRECT DEPOSIT	■ INVOICE	
Bank Details:	A/C: Toow	oomba Turf (Club BS	SB: 014 657	Acc	ount: 402 436 077		
Name on Credit Card:								
Card Details:	Card Numb	Number:						
	Expiry Date	ry Date: / CCV: Signature:						
Additional r								
pay the required de payment is received	posit upon re my booking an issue arise	eturning of th date is not so due to safety	e booking f ecured or c y concerns i	orm. I understa onfirmed. I und ssued by gove	and tha derstar ernmer	ifford Park Racecourse at until all documentati nd that my event may b nt or health directives. I tlined conditions.	on and deposit e cancelled	
NAME		······································	 Signature	 -		////	/	



