



# roombooking form

Please fax this form back to Toowoomba Turf Club on (07) 4633 1256  
or email to [functions@toowoombaturfclub.com.au](mailto:functions@toowoombaturfclub.com.au)

## COURSE AND CONTACT DETAILS

Contact Name: .....

Company Name: .....

Postal Address: .....

Telephone: ..... Fax: .....

Email: .....

Name of course/seminar to be displayed on signs at entry: .....

Name of Presenter: .....

## ROOMS FOR HIRE (See reverse for seating arrangements)

Weetwood Room  \$150 half-day (up to 4 hours)  \$300 per day

JJ Atkins Terrace  \$150 half-day (up to 4 hours)  \$300 per day

Bernborough Room  \$150 half-day (up to 4 hours)  \$350 per day

Wippells Autos Grande Marquee  \$300 half-day (up to 4 hours)  \$500 per day

Neil Mansell Entertainment Auditorium  \$300 half-day (up to 4 hours)  \$500 per day

## EQUIPMENT

Whiteboard  Data Projector and Screen - \$80 per day  Wireless Internet - \$5 per person per day

**Date/s Required:** From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Time Required:** From \_\_\_\_ am to \_\_\_\_ pm

Number of Participants: .....



## ROOM SEATING ARRANGEMENTS



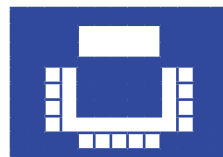

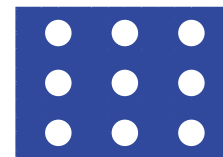
Seating can be set up in one of 5 different arrangements.

Below are diagrams of these arrangements and maximum guest numbers per room for each arrangement.

Please tick your preferred seating arrangement.

	THEATRE STYLE	CLASSROOM STYLE	STANDARD STYLE	CAFÉ STYLE	COCKTAIL
Weetwood Room	70	30	40	60	120
JJ Atkins Terrace	30	18	20	30	60
Bernborough Room	35	25	N/A	30	80
Wippell's Autos Grande Marquee	500	250	50	150	1000
Neil Mansell Entertainment Auditorium	400	100	50	100	700

## PLEASE TICK YOUR PREFERRED ARRANGEMENT

THEATRE STYLE Seats in rows	CLASSROOM STYLE Tables with chairs on one side	STANDARD STYLE Tables with chairs in U shape	CAFÉ STYLE Tables with chairs surrounding	COCKTAIL Round Tables (Standing only)
				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## BOOKING PROCESS

**STEP 1** - Complete the Room Hire and Catering Menu and submit to Toowoomba Turf Club.

**STEP 2** - On receipt of paperwork, a confirmation email will be sent to you confirming your booking.

## TENTATIVE BOOKINGS

Tentative bookings may be held for 7 working days. If another enquiry is made for the tentative booking date within the 7 days, we will endeavour to call you and offer you first choice.

## CANCELLATIONS

Cancellations must be made 48 hours in advance. Toowoomba Turf Club must be notified by telephone and in writing, preferably via email. If a booking is cancelled with less than 48 hours notice, the full fee for the booking will still be payable.

## FINAL NUMBERS

A guaranteed final number of guests attending the function is required five (5) working days prior to the commencement of the function. This is the minimum number of guests for which you will be charged, whether or not they attend the functions.

## LOSS/DAMAGE

Loss or damage to the property, carpet, fixtures or fittings caused by the client, guests, agent or contractors before, during or after the function, will be the financial responsibility of the organiser, and an appropriate charge will apply.

## DECORATIONS/DISPLAYS

Items cannot be attached, pinned or glued to the wall surfaces in any area of the building, and fine glitter, confetti, rose petals, rice or pyrotechnics are not permitted in or around the building. Should additional cleaning be required an appropriate fee will be charged. Delivery of your equipment to Toowoomba Turf Club must be made on the day of your function unless otherwise arranged. Pack down and removal of your equipment must be made on the day of your function, or a labour surcharge may apply.

## CODE OF CONDUCT

Management reserves the right to remove any guest from the premise should we believe they are behaving in an unacceptable manner. Management reserves the right to determine acceptable behaviour.

