

# BOARDROOM BOOKING FORM

Fremantle Chamber of Commerce Inc | ABN 62 050 673 520

16 Phillimore Street Fremantle WA 6160 | PO Box 662 Fremantle Western Australia 6959

| P +61 8 9335 2711 | F +61 8 9430 4418 | E info@fremantlechamber.com.au | www.fremantlechamber.com.au



Company:

Contact Name:

Address:

Email:

Phone:  Fax:  Mobile:

## BOOKING DETAILS:

Date:  Time Start:  Time Finish:  # of Persons:   
(Expected):   
(Actual):

## ROOM SETTING:

Option 1 - *Small Rectangle*

Option 2 - *U Shape*

Option 3 - *Large Rectangle*

Option 4 - *Theatre*

Other.....

## EQUIPMENT:

White Board

Laptop Computer

Data Projector

Screen

Flip Chart & Pens & 1 Pad

## BEVERAGES:

Tea/Coffee/OJ/Biscuits

Tea/Coffee

Water

Other.....

## PUBLIC LIABILITY PROVIDER - COMPULSORY

Public Liability Provider:  Policy No.

**CONDITIONS:** Please note full boardroom hire rate will be charged for any cancellations, received less than (2) two full working days prior to the booking date. Cancellations must be in writing. Business hours are Mon-Fri 9am-5pm, for bookings made after business hours a security guard is compulsory. The Boardroom will be left in a clean and tidy condition and the hirer is responsible for any damage caused by their operations.

**PLEASE NOTE:** Please do not move any furniture in the Boardroom, please advise Chamber Staff if you wish to do so.

I agree by the terms and conditions of the hire of the Fremantle Chamber of Commerce Boardroom.

Date:  Signature:

*\*Bookings made after business hours are not accepted, unless booked by a tenant in the Chamber building.*

# BOARDROOM BOOKING FORM

Fremantle Chamber of Commerce Inc | ABN 62 050 673 520

16 Phillimore Street Fremantle WA 6160 | PO Box 662 Fremantle Western Australia 6959

| P +61 8 9335 2711 | F +61 8 9430 4418 | E info@fremantlechamber.com.au | www.fremantlechamber.com.au



## MEMBERS:

--	--

	TO BE CHARGED:	FOC:	APPROVED / AUTHORISED	COMMENTS:
Hourly Rate				
Day Rate				

## EQUIPMENT:

Laptop Computer				
Data Projector				
Screen				
Flip Chart & Pens & 1 Pad				

## BEVERAGES & FOOD:

Tea/Coffee/ OJ/Biscuits				
Tea/Coffee				
Soft Drink				
<b>TOTAL:</b>				