

BOOKING FORM



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FUNCTION BOOKING FORM

Event Date & Times:	<input type="text"/>
Estimated Numbers:	<input type="text"/>
Bump In & Out:	<input type="text"/>
Contact Name:	<input type="text"/>
Company Name:	<input type="text"/>
Postal Address:	<input type="text"/>
E-mail Address:	<input type="text"/>
Contact Number:	<input type="text"/>

Function Name:	<input type="text"/>
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Invoice Details - Tick box if details are "as above"

Contact Name:	<input type="text"/>
Company Name:	<input type="text"/>
Postal Address:	<input type="text"/>
E-mail Address:	<input type="text"/>
Contact Number:	<input type="text"/>

I acknowledge and accept the Function Booking Terms & Conditions dated January 2018 and authorise the booking as per these 2 pages of the booking form.

Date:	<input type="text"/>
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Signed:	<input type="text"/>
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We will send you an event estimate and invoice for your deposit which must be paid within 48 hours of making your booking. We accept payment via EFT or Credit Card

BOOKING FORM



Room Selection - please tick

Function Room Main

Function Room 1

Function Room 2

Lecture Room

Boardroom

Setup Selection - please tick

Boardroom

U-Shape

Workgroup - Open Face

Theatre

Cocktail

Classroom

Equipment

Screen

Whiteboard

Lecturn

Laptop

Data Projector

Stage (per piece)

Lapel Microphone

Handheld Microphone

Electronic Voice Recorder

Wireless Presenter

Flipchart

Video Conference Teleconference

Tablecloths

Pens/Pads Per Person

Other:

BOOKING FORM



Is catering required?

Other Requirements:

How did you hear about the Function Centre?

Existing Client

Website

Referral

Former Client