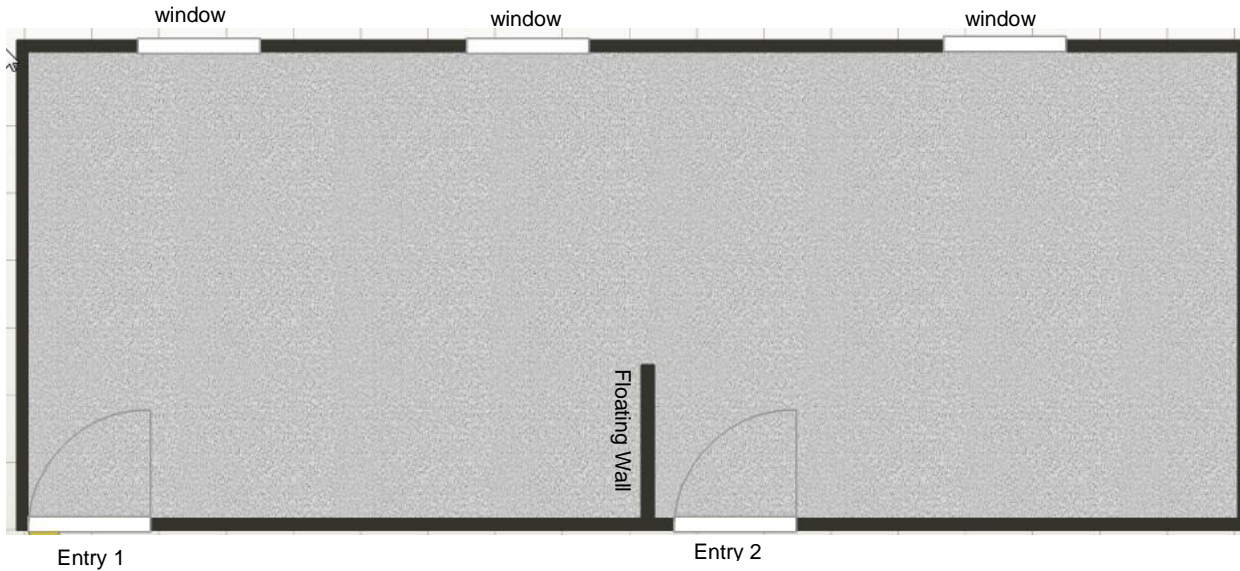


BOARDROOM LAYOUT (not to scale)



Event Contact Information:

Name/Organisation: _____

Name of Contact: _____

Phone: _____

Email: _____

Date of event: _____

Event time: _____ until _____

Caterer Contact Information:

Caterer: _____

Name of Contact: _____

Phone: _____

Set up Requirements: *Hall chairs (100)*

Please draw chair placement

Chairs Required

Trestle Tables (8 possible: 1830mm x 750mm) _____

Seats per Trestle Table (8 comfortable, 10 max) _____

Seats for cinema style: _____

All external equipment & deliveries MUST BE arranged with the office prior to the event (eg caterer, furniture, lighting, mechitza/plants)

BUMP IN

Name: _____ Date & Time: _____

Name: _____ Date & Time: _____

Name: _____ Date & Time: _____

BUMP OUT

Name: _____ Date & Time: _____

Name: _____ Date & Time: _____

Name: _____ Date & Time: _____

COMMENTS/ADDITIONAL INSTRUCTIONS:

PLEASE NOTE:

- No changes will be accepted within 48hrs prior to event
- Events are to cease at 11.30pm by Council regulations
- Cleaning will commence at end of event (as per above time)