



BOOKING REQUEST FORM

The Hirer

Company:

Hirer or nominee:

Job title:

Email:

Phone number:

Address:

Event Details

Event type:

Conference
Meeting

Roadshow
Seminar

Performance
Workshop

Other:

Event name:

Expected numbers:

Event date:

Are the event dates flexible?

Yes:

No



Please provide us with a brief description of your event:

Event Timing

Arrival / Setup:

Guest arrival:

Morning tea:

Lunch:

Afternoon tea:

Guest departure:

What spaces are you interested in?

Event Centre

Plaza

Auditorium

Theatre Bar & Terrace

Venue Services

What services are you interested in?

Event Management

Marketing

Support

Security

Staff

Theming

Ticketing

Catering & Hospitality Services

Catering and hospitality services are available. Please specify your wishes for table water/coffee/tea/other beverages and breakfast/lunch/dinner/snacks. We will provide you with catering options to accompany your quote, along with a full menu of possible options.

Please specify your wishes:



How many participants require catering & hospitality service?

Technical services

What technical services do you need?

Handheld microphones

Lapel microphones

Video sound

Lecterns

Screen

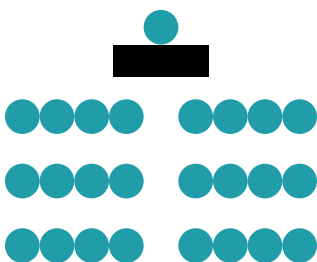
Projector

Whiteboards

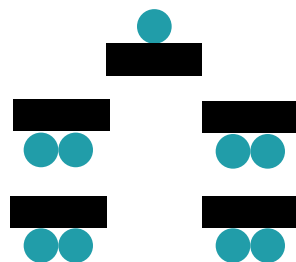
Other, please specify:

Seating and table layout

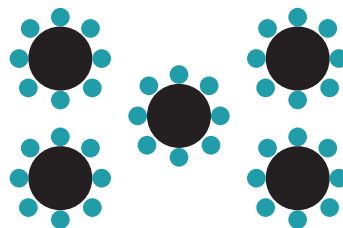
Theater style



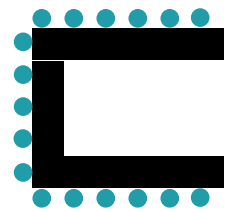
Classroom:



Cabaret/banquet:



U shaped:
<30 pax only



What seating option would you like?



Terms and Conditions

The Turner Centre will issue you with an estimate based on the information provided as per our [Terms & Conditions of Hire](#). Once the estimate is signed, a deposit invoice will be sent. This will be due in 7 days from issue. Once payment is received the event will be confirmed.

All remaining charges will be invoiced after the event and will be due within 7 days of issue. As outlined in the terms and conditions, our estimates are subject to change as your requirements change.

Health & Safety Policy

The Turner Centre takes its Health & Safety obligations very seriously and takes steps to ensure that all hirers of our facility are working in the safest possible environments. The Hirer agrees to acknowledge and abide by the Turner Centre's Health & Safety requirements. Our Health and Safety requirements are outlined as an appendix to our Terms and Conditions.

At the commencement of Hire, Representatives of the Hirer need to undergo a venue induction with the Turner Centre Venue Manager to ensure full understanding and compliance with venue requirements and emergency procedures.

Health & Safety participation is key to the ongoing improvement of the venue procedures and safety, if at any time you feel there is any part of the venue that is unsafe, please do not hesitate in reporting concerns to the Venue Manager.

Insurance

Do you hold Public Liability Insurance? We recommend all hirers have public liability insurance of \$5,000,000 minimum. Please see terms and conditions for more information.

Yes

No