



VECCI Room Hire Form

Company Name: Contact Name:

Contact Phone No: Fax Number:

Company Address:

Meeting / Session Name: Room Number:
(for invoicing purposes)

Date required: Number of Attendees

Arrival Time: Departure time:

Meeting Room Set-up

U Shape Theatre Style Boardroom

Other (please specify)

Equipment Required (this is complimentary with your meeting room booking)

Data Projector & screen

Laptop (please note that we do not allow external laptops to be plugged into our equipment)

Standard Whiteboard (with markers)

Flip Chart (with markers)

Other (please specify)

Catering Requirements: Please specify your catering options below along with the time you wish them to be served in the room.

	Specify choice	Time
Tea & coffee (on arrival)	<input type="text"/>	<input type="text"/>
Morning Tea	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>
Afternoon Tea	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>

Please scan the form and email to lmcdougall@vecci.org.au and alliance@vecci.org.au or alternatively fax to 8662 5247

* All catering will need to be confirmed at least 3 days before the event *

** Cancellations made within 24 hours of the booking will incur the full room charge and also any catering costs.