



Queen Elizabeth Centre  
 53 Thomas Street, Noble Park 3174  
 T +61 3 9549 2777 F +61 3 9549 2779  
 E theqec@qec.org.au W www.qec.org.au

ABN 23 237 300 347

## FUNCTION REQUEST FORM

<b>DATE OF FIRST CONTACT</b>	____/____/____	<b>CONTACT PERSON:</b>	
		<b>PHONE NO:</b>	
		<b>EMAIL:</b>	
<b>DATE OF FUNCTION</b>	____/____/____	<b>FROM:</b> ____:____	<b>TO:</b> ____:____
<b>HIRE PURPOSE</b>			
<b>ORGANISATION:</b>			<b>ATTENDANCE NO</b>
<b>BILLING ADDRESS</b>			
<b>FACILITY</b>  PLEASE SEE PAGE 3 & 4 FOR DETAILS	<b>BOARDROOM</b> <input type="checkbox"/>	<b>CONFERENCE ROOM</b> <input type="checkbox"/>	<b>COST:</b>
<b>REQUIREMENTS</b>	<b>WHITEBOARD</b> <input type="checkbox"/> <b>WHITEBOARD PAPER &amp; MARKERS</b> <input type="checkbox"/> <b>OVERHEAD PROJECTOR</b> <input type="checkbox"/> <b>MULTIMEDIA PROJECTOR</b> <input type="checkbox"/> <b>LAPTOP</b> <input type="checkbox"/> <b>VIDEO/DVD</b> <input type="checkbox"/> <b>OTHER PLEASE SPECIFY</b> _____		
<b>TABLE SET UP</b>	<b>CLASSROOM</b> <input type="checkbox"/>	<b>BOARD ROOM</b> <input type="checkbox"/>	<b>U-SHAPE</b> <input type="checkbox"/> <b>THEATRE</b> <input type="checkbox"/>
<b>TOTAL COST</b>	<b>ROOM &amp; EQUIPMENT HIRE:</b> _____		



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## CATERING REQUIREMENTS

<b><u>MORNING TEA</u></b>  TIME REQUIRED:	FOOD REQUIREMENTS	
	NO. SERVES:	COST / HEAD:
	<b>MORNING TEA TOTAL COST</b>	
<b><u>LUNCH</u></b>  TIME REQUIRED:	FOOD REQUIREMENTS	
	NO. SERVES:	COST / HEAD:
	<b>LUNCH TOTAL COST</b>	
<b><u>AFTERNOON TEA</u></b>  TIME REQUIRED:	FOOD REQUIREMENTS	
	NO. SERVES:	COST / HEAD:
	<b>AFTERNOON TEA TOTAL COST</b>	
<b>TOTAL COST</b>	<b>CATERING: _____</b>	
<b>TOTAL COST OF FUNTION</b>		

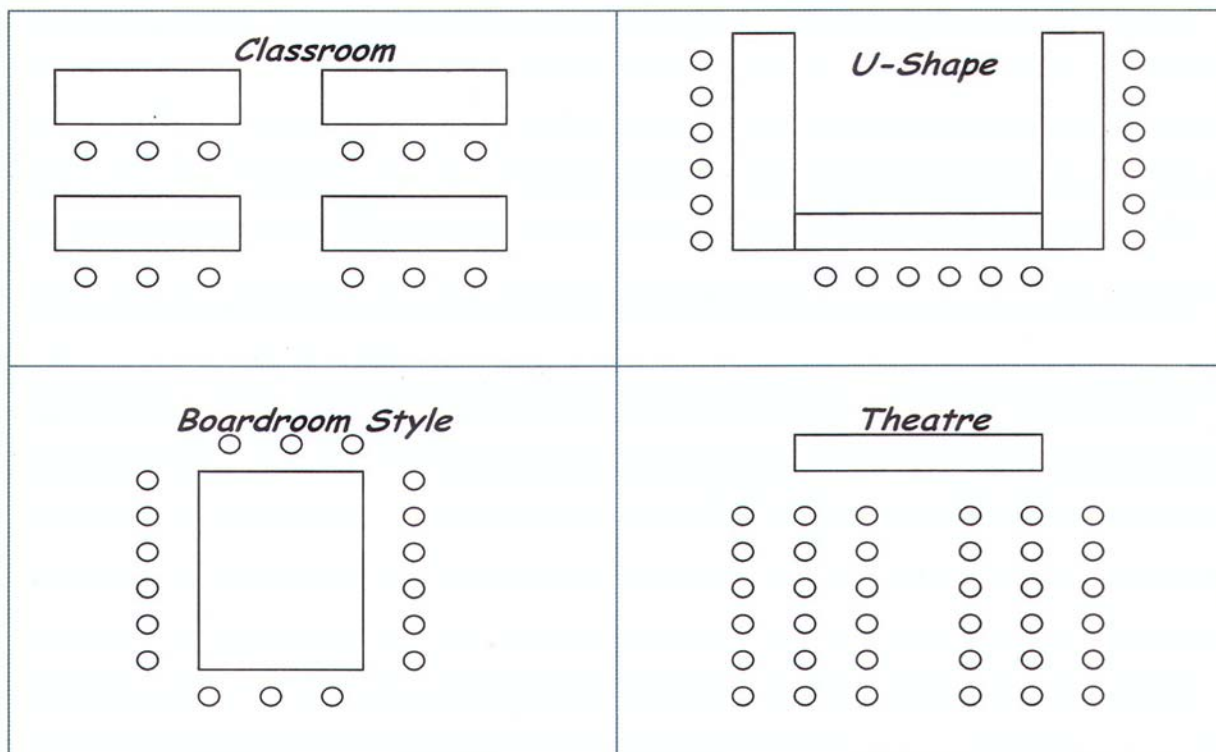
*Please sign and return to Facility Hire via post or fax to 9549-2779 to confirm your booking*

**AUTHORISED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## QEC Conference Facilities Room Capacities

Room	Classroom	U-Shape	Board Style	Theatre
Conference Room	12-24	15-20	20	50
Boardroom	12	9	18	20-25
Conference & Board Rooms	N/A	30-35	N/A	60

## Seating Configurations



Please advise us of rooms you wish to hire and the preferred seating configuration.

**Please ensure that menu and attendance numbers are confirmed with QEC via mail, fax or email at least 7 days prior to hiring date** (email [theqec@qec.org.au](mailto:theqec@qec.org.au)). Attendance numbers may be varied by up to 10% up to 48 hours prior to booked date.

## Rate Schedule as at 1 January 2009

Conference and Education Facilities are available seven days a week. A \$65 surcharge applies to Saturdays and \$125 surcharge applies to Sundays and Public Holidays.

Room	Full Day 8am - 5.00pm \$	Half Day 7.30am - 12 midday 12.30pm - 5pm \$	Evening 5.30pm - 10.30pm \$
<b>Conference Wing Facilities</b>			
<i>Conference Room</i>	\$265	\$160	\$205
<i>Board Room</i>	\$185	\$110	\$130
<i>Conference &amp; Board Room</i>	\$330	\$240	\$280

### Equipment Hire

- Electronic whiteboards and overhead projectors are supplied in the Board and Conference rooms.
- Computer ports and telephone facilities can be arranged in addition.
- TV and video \$25.00 per day.
- Laptop \$35 per day
- Multi-media projector \$60.00 per day.
- Photocopying - \$00.25c per page/ per copy
- Faxing \$1 per page