

Internal Griffith University Events

Application to Hire the Griffith University EcoCentre Conference Facilities

Event Details:

Date of Event: Number of Attendees:

Title of Event:

Element or Organisation:

Event Contact Name: Phone:

Fax: Email:

Start: Finish: Access to EcoCentre :

 All hire prices, delegate package options and EcoCentre hire terms & conditions can be found at www.griffith.edu.au/environment-planning/ecocentre or by (07) 3735 7992. All prices are GST Exclusive.

Please Indicate Requirements:

Surcharge: Weekend and night (after 6.00pm) surcharge applies.

| Room | Room set up required | Select AV Equipment | Delegate Package | Number of Delegates |
|---|----------------------|--|--|---------------------|
| BHP Room (35 theatre max) | | Electronic Whiteboard <input type="checkbox"/> | Menu 1 | |
| Austa Energy Room (35 theatre max) | | Data Projector <input type="checkbox"/> | Menu 2 | |
| Full Conference Room (120 theatre max) | | Lap Top <input type="checkbox"/> | Menu 3 | |
| TFEEC Room (70 theatre max) | | Flipchart <input type="checkbox"/> | Menu 4 | |
| Entire EcoCentre | | CD Player <input type="checkbox"/> | Menu 5 | |
| | | OHP <input type="checkbox"/> | Custom | |
| | | Whiteboard <input type="checkbox"/> | I have read and understand the EcoCentre's Terms & Conditions <input type="checkbox"/> | |
| | | Screen <input type="checkbox"/> | | |
| | | Other: <input type="checkbox"/> | | |

Other Requirements:

Internal Account Information:

| | |
|-----------|--|
| Speedtype | |
| Class | |

Office use only
Hire Cost Breakdown:

| | |
|------------------|-----------|
| Delegate Package | \$ |
| Room Hire | \$ |
| AV Equipment | \$ |
| Parking Permits | \$ |
| Surcharge | \$ |
| Total | \$ |

Parking Permits:

| Total | To be Invoiced |
|-------|----------------|
| | |

Total Charges: \$

Date of Invoice :

Staff: