

## EVENT DETAILS

Date of event: \_\_\_\_\_ Number of attendees: \_\_\_\_\_

Name of event: \_\_\_\_\_

Organisation: \_\_\_\_\_ ABN: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

What time will you require access to the EcoCentre? \_\_\_\_\_

Event start time: \_\_\_\_\_ Finish time (include time for packing up): \_\_\_\_\_

## INVOICE DETAILS

Invoice contact: \_\_\_\_\_ Email address: \_\_\_\_\_

Postal address: \_\_\_\_\_

## ROOM SET UP

Room hire includes audio-visual equipment (TV screens & speakers). **Please provide a laptop with an HDMI port (or adaptor) to connect to our screens.**

Select room	Room (capacity)	Please specify how you would like the room set up
<input type="checkbox"/>	Conference room (100 theatre or 70 workshop)	
<input type="checkbox"/>	Canopy Room (60 workshop only)	Workshop only - room cannot be reconfigured
<input type="checkbox"/>	Entire EcoCentre	

**Additional Requests:**

Whiteboard

Flip chart stand

I have read and accept the EcoCentre's [terms and conditions](#)

Paid parking is available on campus between 8am and 7pm Monday - Friday.

Please see: [www.griffith.edu.au/parking](http://www.griffith.edu.au/parking) for parking options.

Please complete and email this form to: [ecocentre@griffith.edu.au](mailto:ecocentre@griffith.edu.au)

### Hire cost

EcoCentre use only	Room hire	\$	Booking confirmed:  Notes:  Invoice date/number:
	GST	\$	
	<b>Total inc GST</b>	<b>\$</b>	