

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 ☐

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 for parking options.

Please complete and email this form to: **ecocentre@griffith.edu.au**

Hire cost

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