



Booking Form

WSCF training room



level 4, 146 Marsden St
Parramatta NSW 2150
PO Box 208
Parramatta NSW 2124
t 02 9687 9669
f 02 9687 8665
e wscf@wscf.org.au
w www.wscf.org.au

Contact Person:

Organisation:

Postal Address:

Email address:

Phone:

Fax:

Are you a full member of WSCF?

Yes

No

Date/s required:

Start time:

Finish time:

Equipment required (please tick)

WSCF computer and data projector

Whiteboard

Overhead projector

Hearing Loop

Lectern

Flip chart

Room set-up (please tick one)

Theatre style up to 50 people

Café style up to 30 people

Semi-circle (no tables) up to 25 people

Classroom style up to 20 people

U-shape (tables and chairs) up to 20 people

Number of people attending:

Number of presenters:



Catering

The time you would like morning tea to be served:

The time you would like lunch to be served:

The time you would like afternoon tea to be served:

Special dietary needs (eg. Allergies, vegetarian):

Declaration

I have read and understood the information about the WSCF Training Room, and agree to the conditions outlined therein.

I understand that cancellations within a week of my event will incur a fee of 50% of the room hire cost.

I understand that all technical, schedule and catering details are to be confirmed three (3) business days prior to the commencement of the event.

Signed:

Date:

Confirmation of booking

This booking will be confirmed upon receipt of a deposit of 50% of the room hire fee and charges.

Room rate	\$
Catering Cost	\$
Total	\$
Deposit at 50%	\$

Please indicate whether you will pay the deposit:

() by cheque payable to Western Sydney Community Forum, or

() by bank transfer to BSB 633 000 Account: 124 977 620

Ref: Your organization name & date of event (eg. WSCF 200407)

Please fax to Debbie McIntosh on (02) 96878665
