

# MPR BOOKING FORM

PLEASE FAX BACK TO 02 - 6658 0350

Coffs Harbour Aboriginal Family  
Community Care Centre Inc.  
PO Box 521  
Coffs Harbour NSW 2450  
Ph: 02 - 6648 3688  
Fax: 02 - 6658 0350  
Email: lyn@abcare.org.au

<b>Organisation:</b>		<b>A.B.N:</b>
<b>Contact Name:</b>		<b>Title:</b>
<b>Contact Position:</b>		
<b>Mailing Address:</b>		
<b>State:</b>		<b>Postcode:</b>
<b>Phone:</b>	<b>Mobile:</b>	
<b>Fax:</b>		
<b>Email Address:</b>		
<b>Booking Date Required:</b>		
<b>Room Hours Required:</b>		
<b>Number of Attendees:</b>		
<b>Teleconferencing Required</b>		<b>No of Lines:</b>
<b>Authorising Signature:</b>		
<b>Authorising Name &amp; Position:</b>		

## HIRE RATES

Room hire includes use of the Television and DVD player; Overhead Projector; White Board and markers and Flip chart, paper and markers. Other services offered include teleconferencing; phone / internet access; digital projector hire and fax and copying services at additional cost. We offer assistance should you require professional audio / technical advice. Catering and beverage costs are an additional per person rate if required as outlined below. Weekend and holiday rates available.

Community Based Non-Profit:  Hourly Hire Rate: \$25.00  Daily Hire Rate: \$150.00  
Corporate & Govt Sector:  Hourly Hire Rate: \$35.00  Daily Hire Rate: \$175.00

## CATERING & BEVERAGES

Catering and beverage requirements can be requested to be arranged by CHAFCCC by completing the refreshment / meal request below. The centre does not provide beverages free of charge. Should you wish to have tea and coffee during your meeting you can either provide your own consumables or we will supply them for a minimal fee. Cleaning up of any food or beverages is the responsibility of the booking organisation. Please advise separately if special dietary needs are required.

Beverage consumables  supply Tea, Coffee, Milk, Sugar, Orange Juice \$10.00  
Morning Tea -  mixed sweet platter \$5.00p/p  mixed sweet platter with fruit \$7.00p/p  
Afternoon Tea -  mixed sweet platter \$5.00p/p  mixed sweet platter with fruit \$7.00p/p  
Lunch  mixed sandwich platter \$8.50p/p  mixed gourmet sandwich platter \$11.50p/p  
 mixed sandwiches, mini quiches, mini sausage rolls & mini beef pasties \$15.00p/p  
 mixed sandwiches, mini quiches, mini sausage rolls & mini beef pasties & fruit \$18.00p/p

## PAYMENT DETAILS

A tax invoice will be forwarded to you once this Fax Back Booking Form has been submitted. Please provide a company purchase order number in the space provided below to enable a tax invoice to be raised to you. Full payment is required 1 week prior to the booking date – should the booking be made inside 1 week of the booking date payment is due on receipt of the invoice. Payment is by direct deposit – details are provided on the tax invoice. For further information or enquiries please contact Lyn Buckman on 6648 3688.

**Purchase Order Number:** .....

## CANCELLATION POLICY

Notice of cancellation given 1 week prior to the booking date will attract no cancellation fee. However, cancellation within 1 week of the booking date will attract a cancellation fee of 50% of the amount paid. A 'no show' on the day will attract a 100% cancellation fee.