**Herdsman Lake Discovery Centre**

**Venue Hire**

**BOOKING CONFIRMATION FORM**

To confirm your booking, please complete this form and return it to us within SEVEN (7) DAYS.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DETAILS OF BOOKING:** | | | | | | | | | | | | | | | | | | | | | | | |
| Date: |  | | | | | | | | | | Start Time: | |  | | | | Finish Time: | | | | |  | |
| Organisation: | | | | |  | | | | | | | | | | | | | | | | | | |
| Contact Name: | | | | |  | | | | | | | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | | | | | | | | | |
| Email: |  | | | | | | | |  | | | | | | Tel: |  | | | | | | | |
| **PAYMENT INFORMATION:** | | | | | | | | | | | | | | | | | | | | | | | |
| Half Day (up to 4 hours): **$250** | | | | | | | |  | | | | Full Day (up to 8 hours): **$500** | | | | | |  | | | | | |
| \*Partnership Rate (*Not-for-profits*) - Half day: **$150**  Full day: **$300**  You will be invoiced ONE WEEK prior to your booking. | | | | | | | | | | | | | | | | | | | |  | | |  |
| **ROOM HIRE REQUIREMENTS:** | | | | | | | | | | | | | | | | | | | | | | | |
| Whiteboard: | | | | | | | | | | | | | | | | | | | | | | | |
| Digital Projector & Screen: | | | | | | | | | | | | | | | | | | | | | | | |
| BBQ (Additional $10): | | | | | | |  | | | |  | | | | | | | | | | | | |
| Additional Requirements: | | | | | |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | |  | |  | | | | | | | | | |
| **TOTAL COST**: | | | |  | | | | | |  | | | | | | | | | | | | | |
| I confirm that the details above are correct: | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | |  | | | | | | | | | | | | | | | | | Date: | |  | | |

**48 HOURS NOTICE IS REQUIRED FOR CANCELLATIONS OR A $150 CANCELLATION FEE WILL APPLY.**

**\* Please contact us to see if you are eligible for our new partnership rates!**