

Company Details					
Company Name					
Department					
ABN if applicable					
Contact Person for Booking					
Phone Number					
Email Address					
Invoice Method <i>(Post or Email)</i>					
Purchase Order Number					
Billing Address					
Description					
Event Name					
Event Date					
Number of Days					
Set Up Time					
Start Time					
End Time					
Estimated number of Participants					
Person in Charge on Day and contact number					
Room Requirements					
Room Type Required <i>(Subject to availability)</i>	Aged Care, IT, Conference/ Board Room, Kitchen				
Other Room Requests					
Catering					
Tea / Coffee and Water are included in all room bookings at no additional cost					
Catering is available on-site through Yourimbah for groups of 10 or more people. This will need to be arranged directly with Yourimbah, Phone: 02 4348 4260 or web http://www.yourimbah.com.au/food/catering					
Office Use Only					
Date of invoice		Invoice Number		Raised By	