**BOOKING FORM (please return completed form to ATA to confirm booking)**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation |       | ABN |       |

|  |  |
| --- | --- |
| Address |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Suburb |       | Postcode |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name |       | Title |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Phone |       | Fax |       | Email |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day & date of event |       | Start time |       | Finish time |       |

Room configuration (all prices include GST)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| BOARDROOM | [ ]  | $400 ½ day  | [ ]  | $450 full day | [ ]  | **Layout:** | Boardroom | [ ]  | Classroom | [ ]  |
| CONFERENCE ROOM | [ ]  | $550 ½ day | [ ]  | $650 full day | [ ]  |  | U shape | [ ]  | Theatre | [ ]  |
| FULL CENTRE Board & Conference Room | [ ]  | $650 ½ day | [ ]  | $750 full day | [ ]  |  | Hollow rectangle | [ ]  |
| ½ day booking [8.30am – 12.30pm] or [1.00pm – 5.00pm] |  | **Number of seating positions** |       |

Catering (all prices include GST)

|  |  |
| --- | --- |
| ATA supplied catering ($4.50 per person per day – tea, coffee, biscuits, water, mints) | Yes No  |
| External Catering: *We can provide a quote and arrange for morning tea, lunch and afternoon tea to be delivered if required* |
| Quote for: morning tea | Yes | [ ]  | No  | [ ]  | Number |       |
| Quote for: lunch | Yes  | [ ]  | No  | [ ]  | Number |       |
| Quote for: afternoon tea | Yes  | [ ]  | No  | [ ]  | Number |       |
| Please advise any dietary requirements |  |
| Are you organising your own catering | Yes  | [ ]  | No  | [ ]  | Catering company:  |       |

Equipment required [per day] (all prices include GST)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Electronic whiteboard | [ ]  | $120 | Flip chart | [ ]  | $25 | Whiteboard | [ ]  | $30 |
| Wifi | [ ]  | $40 | PA system | [ ]  | $150 | Data projector | [ ]  | $250 |
| Laptop | [ ]  | $100 | Polycom | [ ]  | $50 |  |  |  |

Agreement

I have read and accept the terms and conditions of this booking (overleaf).

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Title |       |
|  |  |  |  |
| Signed |       | Date |       |

Send Booking Form to

|  |  |
| --- | --- |
| Australian Trucking AssociationMinter Ellison Building25 National CircuitForrest ACT 2603 | **Email:** **ataevents@truck.net.au**Phone: 02 6253 6900 |

Payment details over the page

Payment

|  |
| --- |
| Direct deposit details |
| **BSB**: 032-729 | **Account No**: 35-4213 | **Bank**: Westpac | **Account Name**: Australian Trucking Association (ATA) |
|  |
| Other means of payment |
| [ ]  | AMEX | [ ]  | MasterCard | [ ]  | Visa | [ ]  | Cheque | [ ]  Other       |

|  |  |  |  |
| --- | --- | --- | --- |
| Card holder name |       | Credit card number |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Expiry Date |       | CCV # |       |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Cardholder Signature |  | TOTAL Amount to be charged | $       |

**TERMS AND CONDITIONS**

All reservations and agreements are made under the following terms and conditions:

1. All advertised prices are current and may change in the future. Any change to prices will not affect existing bookings.
2. The hirer is responsible for ensuring a current Public Liability Insurance certificate is held and can provide evidence if requested.
3. The prices quoted are in Australian dollars and are inclusive of the Goods and Services Tax (GST).
4. Payment may be made by cash, EFT, credit card and cheque made payable to the ATA.
5. The final number of people must be specified two working days in advance. This number will be considered a client guarantee and charges will be made accordingly.
6. Cancellation within 10 working days of your event may incur a cancellation fee of up to 10% of the booking fee to cover administrative/labour costs. All cancellations must be confirmed in writing.
7. Tentative bookings cannot be guaranteed. A booking form must be completed to confirm your booking.
8. The client will be responsible for any damage caused, and will be charged for repairs, labour or replacement as deemed necessary by the ATA.
9. The ATA can provide external signage if requested. The hirer may provide own signage within the reserved area only.
10. The ATA will not accept responsibility for damage or loss of the client’s property left prior to, during, or after a function. Goods left after a function without prior arrangement will be deemed abandoned.
11. If the room booked cannot be made available due to causes beyond the control of the ATA, the ATA reserves the right to substitute a similar room if possible.
12. Half-day hire is in the morning or afternoon for four hours or less. Longer hire requires a full day booking.
13. There will be an additional cost if access to the room is required outside normal working hours i.e. 8.30am to 5.30pm Monday to Friday. If such access is required this additional cost will be advised when you book.
14. Function rooms must be vacated within 15 minutes of the stated finish time.
15. When arranging external catering into the conference rooms, please notify the caterer to deliver directly to your allocated room and arrange for collection of trays etc immediately after.

*Please note the Minter Ellison Building is a smoke-free building.*