EVENT BOOKING FORM - ANU DEPARTMENT*

*Please use Event Booking Form (Non-ANU) if events are organised by ANU depts but being paid externally (GST applicable)

Name of Function: ________________________________________________________________________

Date of Function: ________________________

Function Room: _________________________________

Starting Time: ___________________________

Finishing Time: __________________________________

Approximate number attending: _____________

Set Up Required: U-Shape                Theatre                Boardroom                 Classroom

Cabaret                  Cocktail                Banquet               Other                       __________________________

AV Required: ____________________________________________________________________________

OUT CATER – WE DELIVER TO YOU

Delivery Address: _________________________________________________________________________

_________________________________________________________________________________________

Delivery Instructions: ______________________________________________________________________

Onsite Contact Mobile Number & Name: __________________________________________________________

Please note: Our staff require prompt access to the room / building you nominate. Please make sure all doors are unlocked and any bollards are removed.

CONTACT DETAILS

Name of Department: ______________________________________________________________________

Contact Name: ______________________________________ ANU Extension: ______________________

Email: ___________________________________________________________________________________

Postal Address (For invoicing): ______________________________________________________________

Booked By (Leave blank if same as contact): ________________________________________________

INTERNAL ANU PAYMENT

Charge Code: ______________________________________ Date: ______________________

Authorised Delegate’s Name: ______________________________ Signature: ___________________

Please note that in providing an ANU charge code you acknowledge that you hold an expenditure delegation to authorize the expense for the nominated code. Please forward an email approval from the relevant delegate if you do not hold an appropriate delegation authorization.
ADDITIONAL NOTES: