



**CONFRENCING SERVICES APPLICATION FORM**

(Make sure to fill all sections which have asterisk sign – \*)

ITEM	PACKAGE DESCRIPTION	*(Tick Box)
1	Venue hire	
2	Boardroom hire (hourly/daily)	
3	Presentation Accessories	
5	Wi-Fi vouchers	
6	Refreshments	
7	Other	

**FACILITATOR(S) / CONTACT**

\*Full Name(s): .....

\*Company/Organization: .....

Address: .....

\*Contact No: Cell: ..... Tel: .....

Email address: .....

**DETAILS OF EVENT**

\*Nature of Event: .....

\*Start Date: .... /...../ 20.....

\*End Date: .... /...../ 20.....

\*Time(s): .....

\*Up To: .....

\*Number of Guests: .....

\*Setup preferences: .....

\*Additional Services/Comments: .....

**Note: Confirmation should be made 3 days in advance**

I confirm that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being accepted to lease venue space, and I also provide consent for information regarding my records.

\*Signature:

\*Date: