

FUNCTION ROOM BOOKING FORM

Company name:

Contact:       Contact person on event day:

Position:       Position:
Direct contact phone number:       Direct contact phone number:
Postal Address:

Email:

BOOKING DETAILS

Brief description of the event:     Number of people expected:

Date**:**       Total number of hours required:

Access time:
Departing time:

Facilities required:

* Projector, Wifi, 2 microphones (included in hiring cost)

[ ]  Catering available from Bonjour Café (quote on demand)

[ ]  Small stage/podium

[ ]  Other:

Chairs/Tables set up:

U shape [ ]  [ ]  Classroom set up [ ]  Rows

  

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FEES AND CONDITIONS* The [annual corporate membership](http://www.afsydney.com.au/Articles/6662/Brochure-Corporate-Membership-NEW.pdf) cost is 480 AUD and includes the first use of the room for free.

|  |  |  |
| --- | --- | --- |
|  | Non member | **Corporate member** |
| First 2 hours | 400 AUD | **200 AUD** |
| Following hours | 100 AUD | **50 AUD** |
| Whole day booking 9am to 5pm | 800 AUD | **400 AUD** |

* Payment can be made over the phone or by Bank transfer

Bank                ANZBSB                 012055Account           527632688Name               Alliance Francaise de Sydney* THE BOOKING WILL BE CONFIRMED ONCE PAYMENT HAS BEEN RECEIVED
* Please note that the Alliance Francaise is not linked to your company nor event, therefore we request that you do not advertise your event using the “Alliance Francaise” name.
 |
| **[ ]** I acknowledge that I have read and accepted these conditions |

Return to:**enquiries@afsydney.com.au**

OFFICE USE ONLY:

|  |  |
| --- | --- |
| Request processed by: | Date received:  |
| Quote/Invoice sent: | Payment received: |
| Additional comments: |

www.afsydney.com.au | 02 9292 5700