Request made by: ___________________________ School/Unit: ___________________________
Ext: ___________________ Email: ___________________________

Date/s required: _______________ Number of People: _______________
Room requested: □ DCR  □ 2063 (CR1) □ 2063 1a □ 2063 1b Meeting Room Set Up: □ Meeting
□ 2093 □ G021 □ 3005 □ Workshop - Pods
Meeting start time: _______________ Meeting finish time: _______________
Please repeat this booking:
□ Monday □ Weekly  □ Tuesday □ Fortnightly
□ Wednesday □ Monthly in the: □ 1st wk □ 2nd wk □ 3rd wk □ last wk
□ Thursday □ Other __________________________
□ Friday __________________________

Additional equipment needed:
□ Electronic white board □ Portable white board □ Flip chart paper stand
□ Other __________________________

Please note:
• Tea, coffee, biscuits and water are available on request
• The booking and delivery of commercial catering is the responsibility of the individual arranging the meeting
• Lorraine is available to attend to catering requirements between the hours of 9:30am -2:30pm only
• All bookings MUST be made before 2:30pm for meetings requiring catering on the next day
• After 2:30pm, cleaning up after meetings is the responsibility of those arranging the meeting

We have organised Commercial Catering:
□ No □ Yes Name of Caters: ___________________________ Contact No: ___________________________
Also please remember to organise serviettes, paper plates and cutlery with your caterer.
We will be requiring:
□ Coffee □ Tea □ Biscuits □ Water

Additional Information: ________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
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