

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

  

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| 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                ANZ  BSB                 012055  Account           527632688  Name               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**](mailto:enquiries@afsydney.com.au?subject=Private%20tuition)

OFFICE USE ONLY:

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

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