



ST MARY'S COLLEGE
 The University of Melbourne, Cnr Swanston Street and Tin Alley,
 Parkville Victoria AUSTRALIA 3052
 Telephone: 03 9349 9555 Facsimile: 03 9349 1335
 Web site: www.stmarys.unimelb.edu.au

VENUE BOOKING / QUOTATION FORM

Functions coordinator: Ms Helen Eyre Tel: (03) 9349 9501 Email: conference@stmarys.unimelb.edu.au

| | | | |
|---------------------|-----|--|------|
| ORGANISATION | | | |
| Contact Person | | | |
| Telephone Nos. | BH: | | AH: |
| Mobile No. | | | Fax: |
| Email | | | |
| Mailing address | | | |
| Billing address | | | |

| | |
|--------------------------|--|
| EVENT DESCRIPTION | |
| Date(s) | |
| Number of participants | |

| | | | |
|---|---|--|--|
| ACCOMMODATION | | <i>Is accommodation at St Mary's College required?</i> | |
| Arrival Date | | Departure Date | |
| Numbers: Living IN | | Living OUT | |
| Type | () Bed and Breakfast or () Full Board | | |
| Special Requirements (please provide details) | | | |

| | | | |
|--------------------------|--------------------|--|--|
| FACILITIES | | <i>Place a "X" in the relevant box to indicate facilities required</i> | |
| <input type="checkbox"/> | West Hall | Other (please provide details): | |
| <input type="checkbox"/> | Junior Common Room | | |
| <input type="checkbox"/> | Frewin Room | | |
| <input type="checkbox"/> | Loreto Room | | |

| | | | |
|--------------------------|-------------------------------|---|--|
| EQUIPMENT | | <i>Place a "X" in the relevant box to indicate equipment required</i> | |
| <input type="checkbox"/> | Television | Other (please provide details): | |
| <input type="checkbox"/> | Video | | |
| <input type="checkbox"/> | Data Projector and Screen | | |
| <input type="checkbox"/> | Microphone | | |
| <input type="checkbox"/> | Whiteboard | | |
| <input type="checkbox"/> | Lectern | | |
| <input type="checkbox"/> | Car Parking @ \$10.00 per day | | |

| | | | |
|--------------------------|---------------|--|--|
| CATERING | | <i>Place a "X" in the relevant box to indicate catering required</i> | |
| <input type="checkbox"/> | Morning Tea | Other (please provide details): | |
| <input type="checkbox"/> | Lunch | | |
| <input type="checkbox"/> | Afternoon Tea | | |
| <input type="checkbox"/> | Dinner | | |
| <input type="checkbox"/> | Supper | | |

| QUOTATION | <i>Item</i> | <i>Cost</i> | <i>Per Person</i> |
|------------------|---------------------|-------------|-------------------|
| | Accommodation | | |
| | Facilities | | |
| | Equipment | | |
| | Catering | | |
| | Other | | |
| | TOTAL AMOUNT | | |
| | Deposit Payable | | |

Terms and Conditions:

- A 10% deposit (non-refundable) is required to secure your booking (no later than 90 days prior to arrival).
- Guest Numbers: An update no less than 40 days prior to arrival.
Final numbers required 14 days prior . minimum charge.
- Final Payment: Conference Organisation . 14 days net on invoice. Individuals . full payment prior to departure.
- While in residence guests agree to adhere to the policies of St Mary's College.

Please sign and return this form with the deposit to:

Conference Manager

St Mary's College

PO Box 140

PARKVILLE VIC 3052 (cheques payable to: St Mary's College)

Or fax to 03-9349-1335

| | | | |
|-----------|--|----------|--|
| Name | | Position | |
| Signature | | Date | |

OFFICE USE ONLY

Date received: / /

By:

Receipt No.

Approved by Business Manager:

Date:

Additional information