

BOOKING FORM (please return completed form to ATA to confirm booking)

Organisation _____ ABN _____
 Address _____
 Suburb _____ Postcode _____
 Contact Name _____ Title _____
 Phone _____ Fax _____ Email _____
 Date of event _____ Time of event _____
 (available from 9.00am – 5.00pm)

Room configuration (all prices include GST)

BOARDROOM <input type="checkbox"/> \$400 ½ day	<input type="checkbox"/> \$450 full day	Layout Boardroom <input type="checkbox"/> Classroom <input type="checkbox"/> U shape <input type="checkbox"/> Theatre <input type="checkbox"/> Number of participants _____
CONFERENCE ROOM <input type="checkbox"/> \$550 ½ day	<input type="checkbox"/> \$650 full day	
FULL CENTRE <input type="checkbox"/> \$650 ½ day	<input type="checkbox"/> \$750 full day	

Catering (all prices include GST)

Internal (\$3.50 per person per day – tea, coffee, biscuits, water, mints) Yes No

Equipment required [per day] (all prices include GST)

Polycom <input type="checkbox"/> \$50	Flip chart <input type="checkbox"/> \$25	Whiteboard <input type="checkbox"/> \$30
Laptop <input type="checkbox"/> \$100	PA system <input type="checkbox"/> \$150	Data projector <input type="checkbox"/> \$250

Agreement

I have read and accept the terms and conditions of this booking (see page 2).

Name _____ Title _____
 Signed _____ Date _____

Send Booking Form to

Australian Trucking Association Minter Ellison Building 25 National Circuit Forrest ACT 2603	Email: ataevents@truck.net.au Phone: 02 6253 6900 Fax: 02 6253 6999
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Payment

Direct deposit details
BSB: 112908 **Account No:** 040648434 **Bank:** St George **Account Name:** Australian Trucking Association (ATA)

Other means of payment
 AMEX MasterCard Visa Cheque

Card holder name _____ Credit card number _____

Expiry Date _____ CCV # _____

Cardholder Signature _____ TOTAL Amount to be charged \$ _____

TERMS AND CONDITIONS

All reservations and agreements are made under the following terms and conditions:

1. All advertised prices are current and may change in the future. Any change to prices will not affect existing bookings.
2. The hirer is responsible for ensuring a current Public Liability Insurance certificate is held and can provide evidence if requested.
3. The prices quoted are in Australian dollars and are inclusive of the Goods and Services Tax (GST).
4. Payment may be made by cash, EFT, credit card and cheque made payable to the ATA.
5. The final number of people must be specified two working days in advance. This number will be considered a client guarantee and charges will be made accordingly.
6. Cancellation within 10 working days of your event may incur a cancellation fee of up to 10% of the booking fee to cover administrative/labour costs. All cancellations must be confirmed in writing.
7. Tentative bookings cannot be guaranteed. A booking form must be completed to confirm your booking.
8. The client will be responsible for any damage caused, and will be charged for repairs, labour or replacement as deemed necessary by the ATA.
9. The ATA can provide external signage if requested. The hirer may provide own signage within the reserved area only.
10. The ATA will not accept responsibility for damage or loss of the client's property left prior to, during, or after a function. Goods left after a function without prior arrangement will be deemed abandoned.
11. If the room booked cannot be made available due to causes beyond the control of the ATA, the ATA reserves the right to substitute a similar room if possible.
12. Half-day hire is in the morning or afternoon for four hours or less. Longer hire requires a full day booking.
13. There will be an additional cost if access to the rooms is required outside normal working hours i.e. 8.30am to 5.30pm Monday to Friday. If such access is required this additional cost will be advised when you book.
14. Function rooms must be vacated within 15 minutes of the stated finish time.
15. You can bring external catering into the conference rooms, arrangements will need to be made with the caterer to deliver directly to your allocated room and arrangements for collecting trays etc immediately after is required.

Please note the Minter Ellison Building is a smoke-free building.