

Room Hire Booking Enquiry Information Sheet



There are a number of unique meeting spaces available at Maitland Gaol for your next training day, meeting or brainstorming session. Please complete this form with all information that is currently known and update the Maitland Gaol Administration Office as soon as additional information becomes known to ensure we meet your needs and the function runs smoothly. Once this form is received, a Booking Confirmation will be forwarded with the information shown here, together with the fees and charges assessed for the function. To confirm the booking, the hiring agreement must be signed and returned, together with the required deposit.

The staff of Maitland Gaol look forward to hosting your activity.

HIRER'S DETAILS:

Name: _____
Business Name: _____
Address: _____
Town: _____ Postcode: _____
Contact Name: Title: _____ First Name: _____ Last Name: _____
Phone: _____ Fax: _____ Mobile: _____
Email: _____

ROOM HIRE DETAILS:

Date(s): _____

Room being hired:

- Meeting Room Auditorium
 Reading Room Chapel

Purpose: _____

Time: Start: _____ Finish: _____ (includes set up and pack down requirements)

No of Guests: _____

Room requirements:

- Water and glasses Fixed AV (available in Auditorium and Meeting Room)
 Wrapped mints Screen / Portable AV (available in Chapel and Reading Room)
 Flipchart, pens and eraser Presentation requires audio and/or video
 Other: _____
 Tea and coffee station (Extra cost)
 Room set up style: (Theatre, U shape etc.) _____

Please see over for further information and Declaration

EXTERNAL SERVICES: Catering for morning, afternoon tea and lunch can be quoted for upon request or you are welcome to arrange catering independently.

Caterers: Yes No

Name: _____ Phone Contact: _____

Other: _____

GAOL SUPPLIED ADDITIONAL FUNCTION SERVICES:

Gaol Tour: Yes No

Type: _____ Time: _____

SPECIAL REQUESTS:

Details: _____

HOW DID YOU HEAR ABOUT MAITLAND GAOL?:

Method: _____ (Select from dropdown list)

PAYMENT METHOD:

Please indicate your proposed method of payment for this activity.

Cash Card Cheque Bank Transfer

DECLARATION:

I have read, understand and have agreed to comply with all the Conditions and Requirements of Hiring of Maitland Gaol (or part thereof) including any additional conditions. I understand by signing this enquiry request that I am responsible for adhering to and ensuring all attendees adhere to the said terms and conditions and that I am responsible for the event/function in its entirety.

Name: _____ Signature: _____ Date: _____