

The Link Booking Request Form

Minimum requirement for room hire is a two-hour booking with a minimum of half-hour increments thereafter

Date of Event

Event start and finish times

Access and Departure times
(add set-up/pack-down time)

Organisation or Name

Contact person & phone no

Send invoice to:

Name of event *(for signage)*

Number of people

Person in charge on day of event

Set up and pack down

Room layout

(Please complete this section even if you choose self-care set up/pack down as we use this information to determine required room size)

Equipment requirements

Please note: *our data projectors have HDMI ports so you may need to bring an adaptor to connect your device. Cables are supplied.*

Tea/coffee requirements

Please refer to The Link brochure for available Options and charges. Options 2 & 3 are only available during weekday business hours. Water is complimentary to daytime room bookings

Food/Catering

The Link doesn't do catering. You may provide your own food or arrange with your preferred caterer

Tablecloths (hireage applies)

Start time:		End time:	
Access from:		Departure by:	
<i>(Including set up time required)</i>		<i>(Including pack down time required)</i>	

		Purchase Order #
	Email:	

<input type="checkbox"/> The Link staff - <i>business hours only</i> <i>(see The Link brochure for charges)</i>	<input type="checkbox"/> Self-care <i>(a fee may be charged if the room is not returned to default setting)</i>
<input type="checkbox"/> Boardroom <input type="checkbox"/> Café (casual) <input type="checkbox"/> Classroom (formal) <input type="checkbox"/> Theatre (chairs only)	<input type="checkbox"/> U-shaped <input type="checkbox"/> Banquet <input type="checkbox"/> Standing (eg. cocktail party, afternoon tea)

<input type="checkbox"/> Audio system (Halls and Media Room only – cables supplied) <input type="checkbox"/> Data projector (hireage applies) <input type="checkbox"/> Microphones (Halls and Media Room only) <input type="checkbox"/> Lectern <input type="checkbox"/> Whiteboard (pens not provided) <input type="checkbox"/> Flipchart stand (paper not provided)
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Preferred Option (choose only one option) <input type="checkbox"/> Option 1 [hirers own supplies; self set-up/clean-up] <input type="checkbox"/> Option 2 [The Link provides supplies (instant coffee), set-up and clean-up] <input type="checkbox"/> Option 3 [50 max. The Link provides supplies (filter coffee), set-up and clean-up] <input type="checkbox"/> Not required or will buy from elsewhere	Tea/coffee timings <i>(for Options 2 and 3 only):</i> <input type="checkbox"/> On arrival @ <input type="checkbox"/> Morning @ <input type="checkbox"/> Lunchtime @ <input type="checkbox"/> Afternoon @
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Food will be delivered to The Link at: By: <i>(Please ask your caterer to report to The Link Manager when making deliveries)</i>

Number required:		Colour	<input type="checkbox"/> Black	<input type="checkbox"/> White
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For Office Use Only

Room/s booked			
<input type="checkbox"/> Individual – Social	<input type="checkbox"/> Registered Charity	<input type="checkbox"/> Not for Profit	<input type="checkbox"/> Commercial
<input type="checkbox"/> Government - Central	<input type="checkbox"/> Government - Local	<input type="checkbox"/> Health – Public	<input type="checkbox"/> Tertiary Education
<input type="checkbox"/> Key required	Confirmed/...../.....	<input type="checkbox"/> Quote required	
<input type="checkbox"/> Health & Safety for Use of The Link		Quote No	Emailed/...../.....
<input type="checkbox"/> Conditions & Terms of Hire Agreement		Invoice No	Emailed/...../.....