

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.

Kitchen requirements

- choose one option only
Hireage includes coffee cups, teapots, water glasses and glass water bottles. Other cutlery and crockery hire (up to 120 settings) is additional.

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:			
(Including set up time required)				(Including pack down time required)			
Purchase Order #							
Email:							
<input type="checkbox"/> The Link staff - business hours only (see The Link brochure for charges) <input type="checkbox"/> Self-care (a fee may be charged if the room is not returned to default setting)							
<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)							
<input type="checkbox"/> Option 1 basic (tea/coffee preparation - hirers own supplies; food serving & clean-up; no reheating/cooking) <input type="checkbox"/> Option 2 limited use (food reheating, serving & clean-up; tea/coffee preparation - hirers own supplies) <input type="checkbox"/> Option 3 full use (food preparation, cooking, reheating, tea/coffee preparation- hirers own supplies) <input type="checkbox"/> Not required							
Food will be delivered to The Link at: By: (Please ask your caterer to report to The Link Manager when making deliveries)							
Number required:				Colour		<input type="checkbox"/> Black <input type="checkbox"/> White	

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/...../..... |