

UQ ART MUSEUM BOOKING FORM

CLIENT DETAILS

Event coordinator			
Address			
Telephone		Fax	
Email		Mobile	

BOOKING DETAILS

Event description

Date of event	/ /	Start time *		Finish time *	
Venue	Gallery A or D		Foyer		
Event type	Lecture		Reception		Other
Equipment hire	Dry bar hire / \$5 each	Chair hire/\$2 each		Trestle table / \$10 each	
	5 available	80 available		2 available	

ATTENDEES (Please indicate below the number of attendees)

UQ Staff		Visitors	
Account no.			
Financial Delegate			

N.B. Use of this form does NOT guarantee a booking – UQ Art Museum will advise on venue availability.

Catering requirements: With regards to catering for your event, it is preferable that food with flaky pastry or creamy fillings is avoided as this is difficult to clean.

AV requirements: Please note that the UQ Art Museum does not supply AV equipment. If you have any audio visual requirements for your event, please contact University of Queensland Audio-Visual Services on 33654128.

[Click here](#) for current equipment and hire rates.

Any extra hours used or parts thereof will be charged accordingly regardless of estimates noted in booking form.

* Additional fee of \$110.00 per hour applicable for time exceeding original booking

* START and FINISH times to also include SET UP and PACK UP. Access times are strictly 4.00pm to 9.30pm.

Final booking confirmation is required from you no less than 7 days prior to the function to secure venue hire.

CLIENTS ACCEPTANCE

The above details are correct I will advise of final guaranteed numbers and confirm that the venue will be cleared of catering equipment and refuse before vacating the premises.

Name..... Signature.....

Date/...../.....