

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		Boardroom	
Event type	Lecture		Reception		Other	
EQUIPMENT HIRE	Dry bars (5 available)		Chairs (80 available)		Trestle table	
AV REQUIREMENTS						
ATTENDEES (Please indicate 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: UQ Art Museum now has AV equipment for hire. See following Gallery Hire fees.

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

* 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/...../.....