

LESSEE DETAILS FORM Hire of Boardroom

	CURRENT DETAILS
Name: First Names	
Surname	
Company Name: <i>(if applicable)</i>	
Contact Number:	
Email Address:	
Residential Address:	
Postal Address: <i>(if different from above)</i>	
ABN: <i>(if applicable)</i>	
What is the booking for?	
How many people will be attending?	
How many hours required?	
Date of booking?	
Do you require the boardroom to be setup prior to your arrival? And what needs to be setup? (This is an additional \$30 fee)	
How did you hear about us?	
If this is your first time attending <input type="checkbox"/> , please arrive 10mins prior to your booking to meet with Director	
<i>Payment will be required prior or on the day. Cancellations fees may apply.</i>	
Notes:	