

# BOOKING / INQUIRY FORM

Please cross the relevant box to indicate your selection:

<input type="checkbox"/>	I WOULD JUST LIKE A QUOTE FOR NOW
<input type="checkbox"/>	I WOULD LIKE TO MAKE A BOOKING

## CLIENT DETAILS

Organisation Name:			
Contact Name:		Position Title:	
Phone Number:		Email Address:	
Address:			

## EVENT DETAILS

Date/s of Booking:		Number of Attendees:	
Time of Arrival:		Time of Departure:	
Contact on the Day		Contact Telephone #	
Nature of Event:	Eg. Conference, Workshop, Boardroom Meeting, Team Building, Training		
Welcome Sign to Say:			

- NB: Please allow for set up/pack up time in the above arrival and departure times

## TYPE OF BOOKING

Please cross the relevant box to indicate your selection:

<input type="checkbox"/>	Breakfast	6.30am - 9.00am
<input type="checkbox"/>	Full Day	8:30 am to 5:00 pm
<input type="checkbox"/>	Half Day	Morning – 8:30 am to 12:30 pm
<input type="checkbox"/>	Half Day	Afternoon – 1:00 pm to 5:00 pm
<input type="checkbox"/>	Early Access	Before 8.30 am
<input type="checkbox"/>	After hours	Before 8.30am and After 5:00 pm (cost may apply)
<input type="checkbox"/>	Weekend	Conditions apply – please refer to Pricing tab on website

## ROOM SELECTION & SET UP

Please cross the relevant box to indicate your selection:

<input type="checkbox"/>	Krystal	Maximum 500pax round tables
<input type="checkbox"/>	Krystal 1	Maximum 130 round tables
<input type="checkbox"/>	Krystal 2	Maximum 130 round tables
<input type="checkbox"/>	Krystal 3	Maximum 130 round tables
<input type="checkbox"/>	Lipson Room (Break out room only)	Maximum 70 Round tables
<input type="checkbox"/>	Anchor Room (meeting room only)	Maximum 8-15 seated
<input type="checkbox"/>	Not Sure	Please advise best space for my event

Room capacity is subject to configuration set up - For room costs please refer to 2017 Price List

Please specify room set up requirements:

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### **EQUIPMENT REQUIRED**

Please cross the relevant box to indicate your selection:

	Data Projector (cost applies) Projector Screen or Projection Wall included
	Audio for presentation (included)
	Lectern Microphone (Included)
	Wireless Head set/ Lapel / Hand Held (Cost Applies )
	Laptop (cost applies), please bring a USB with any presentations etc required for the day <i>NB: If choosing to use your own laptop, Krystal Function Centre accepts no responsibility if your laptop is incompatible with KFC equipment please organise AV check with us</i>
	White board & markers (included)
	Internet / WIFI (included)
	Flip Charts (included)
	Printing (Cost Applies)
	Product table (Included)
	Registration table (included)
	Expo Tables (Included)
	Floor Staging (Included)
	Main Stage (Included)
	Dance floor (Included)

Please specify special requirements:

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### **CATERING NEEDS**

Please cross the relevant box to indicate your selection:

	No Catering	
	Breakfast	Buffet, sit down
	Half Day	Tea / coffee, morning Tea
	Half Day	Tea / coffee, afternoon tea
	Lunch Only	Lunch please specify your option
	Full Day	Tea / coffee, morning tea, working lunch & afternoon tea
	Full Day	Tea/coffee, morning tea, hot lunch option , afternoon tea
	Pre /post Conference Catering	Canapes, dinner , beverages

For Catering Menu & Prices please refer to 2017 Catering Package

Please indicate any special catering requirements (eg. Food allergies):

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**Morning Tea Break Time:**

**Lunch Break Time:**

**Afternoon Tea Break Time:**

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### **HOW DID YOU FIND OUT ABOUT KRYSTAL FUNCTION CENTRE?**

Please cross the relevant box to indicate your selection:

	Google		Directory Website		LinkedIn
	Krystal website		Word of Mouth		Previous use / Attendance

*Krystal*