



UNIVERSITY COLLEGE: Conference Room & Catering Reservation

University Department Name _____

Name of Conference / Seminar _____

Expected Number Attending _____ Please provide indication of expected numbers. This can be confirmed closer to the reservation date.

Internal Charge Code

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External Organisation Name _____

Please state clearly the purpose for your Seminar/ Workshop/ Meeting

Billing / Mailing Address

Contact Details

Contact Person Name _____

Email _____

Telephone _____ Cell _____ Fax _____

Room Hire Tariffs

Room	Capacity	Hourly	Half Day	Full Day
			8.30am – 12.00pm or 1.00pm to 4.30pm	8.30am to 4.30pm
Mark Parker Seminar Room (Refer below for set-up options)	50 – 75	\$100.00	\$200.00	\$350.00
Board Room (Standard Set-up)	12	\$90.00	\$150.00	\$250.00
Study Room 1 (Standard Set-up)	25	\$80.00	\$125.00	\$200.00
Study Room 2 (Standard Set-up)	25	\$80.00	\$125.00	\$200.00
COMMONS (Ground floor Main Common Room - Ideal for small functions)	100 – 150	\$125.00	\$250.00	\$325.00

Reservation Date(s)

Date From: Date To:

Time From: Time To:

Total Time: Hours Half Day Full Day

Note: Conference rooms must be vacated by 4.30pm during term time to allow sufficient time for the rooms to be set-up for evening tutorials. **This is not negotiable.**

Select Room Type(s):

- Mark Parker Seminar Room
- Board Room
- Study Room 1
- Study Room 2
- Commons

MP Seminar Room Set-up

- Theatre Style
- Groups
- U-Shaped
- Other (Specify)

Please note any additional room set-up requirements here:

Equipment

- Overhead Projector
- Whiteboard
- Electronic Whiteboard
- Projection Equipment
- Computer – Power Point Presentation
- Other – please state:

Terms & Conditions

Payment

Internal Departments: A journal will be processed during the same period the hire occurred.

External Organisations: Payment terms are strictly the 20th of the month following date of invoice.

Cancellations

- ☞ If cancelled with less than two (2) days notice the client is liable for 100% of room hire and 50% of catering charges.
- ☞ If cancelled between seven (7) and two (2) days notice the client is liable for 50% of room hire.
- ☞ If cancelled after the reservation has been confirmed and prior to seven (7) days of the event the client is liable for 25% of room hire.

Food & Beverages

- ☞ *No food or beverages may be brought on to the premises, with the exception of alcoholic beverages by prior arrangement.*
- ☞ Final catering, numbers and advice of special dietary needs must be provided at least seven (7) days prior to the reservation.

Smoking

University College is a smoke-free building. An external smoking area is provided. Please ask staff for directions.

Miscellaneous

Room Hire Time Frames

- ☞ University College seminar and study rooms are available for hire during term time weekdays only from 8.30am to 4.30pm, except for the period leading up to and including the examinations. The rooms are dedicated for our residents as quiet study areas during this time. Please contact the College for available dates.
- ☞ Conference and Seminar rooms at the College are not available for hire from 1 December until the week after Orientation Week in February except by special arrangement.

Disclaimer: The Management and staff of University College accept no responsibility for any personal injury, property loss or damage from any cause while you are on University College premises. University College reserves the right to alter prices or cancel bookings due to unforeseen circumstances beyond our control.

I agree to the above terms & conditions:

Authorised Signatory

Date

Catering Options & Prices

Please select Catering Options & indicate the time required:

BEVERAGES			Time(s) Required	
<input type="radio"/> Tea/Coffee Only	T/C	\$3.75 pp		
<input type="radio"/> Tea/Coffee, OJ	T/C/OJ	\$4.50 pp		
<input type="radio"/> Tea, Coffee, Baked Product	T/C/BP	\$4.75 pp		
<input type="radio"/> Tea, Coffee, BP, OJ	T/C/BP/OJ	\$5.75 pp		
<input type="radio"/> Orange Juice (per carafe = 5 glasses)	OJ	\$8.75 ea		

FINGER FOODS		Time Required	
<input type="radio"/> Any FOUR options	\$15.75 pp		
<input type="radio"/> Additional Items/Options	\$3.75 pp		
✓ FOUR options:			
<input type="radio"/> Savouries (Mixed)	<input type="radio"/> Chicken Wings with Honey Soy and BBQ Sauce		
<input type="radio"/> Falafel*(V)	<input type="radio"/> Pizza Portions		
<input type="radio"/> Kirami Fish Bites	<input type="radio"/> Samosa		
<input type="radio"/> Mini Spring Rolls with Dipping Sauce	<input type="radio"/> Prawn Filos		
<input type="radio"/> Sandwiches with combination fillings (incl. V)	<input type="radio"/> Hummus**(V) – Tapenade***		
<input type="radio"/> Baton Vegetables with Dips, Sour Cream & Pesto	with Pita Bread Dippers		

WORKING LUNCHEON		Time Required	
<input type="radio"/> Any FOUR options	\$17.75 pp		
<input type="radio"/> Additional Items / Options	\$3.75 pp		
✓ FOUR options:			
<input type="radio"/> Tarts: Bacon & Egg and Asparagus, Mushroom, Roast Pumpkin & Feta	<input type="radio"/> Savoury Scones with Relishes		
<input type="radio"/> Chicken Tenders	<input type="radio"/> Bread Selection with Spreads, Dips, Pesto & Hummus		
<input type="radio"/> Sushi with Dipping Sauce & Pickled Ginger	<input type="radio"/> Kiriimi Fish with Tartare Sauce		
<input type="radio"/> Croissants & Bagels with mixed fillings (incl. V)	<input type="radio"/> Toasted Chicken & Cranberry Paninis		

FUNCTION / BUFFET STYLE LUNCHEONS		Time Required	
<input type="radio"/> Standard Buffet (subject to College lunch)	\$16.75 pp		
<input type="radio"/> Standard Buffet with Soup & Breads	\$18.00 pp		
<input type="radio"/> Hearty Soup & Breads Only	\$10.75 pp		

PLEASE NOTE: The standard buffet menu is in line with the College Lunch Service and may vary:

- Hot Dish of the Day
- Cold Meat Selection with Pickles & Condiments
- Salad Selection x 3 with Dressings & Sauces
- Bread Selection
- Baked Product of the Day
- Fruit Basket.

FUNCTION / BUFFET STYLE DINNER		Time Required	
<input type="radio"/> Standard Buffet (subject to College dinner)	\$20.00 pp		

ADDITIONAL EXTRAS		Time Required	
<input type="radio"/> Fruit Platter	\$4.75 pp		
<input type="radio"/> Platter of Cheese & Crudités	\$5.75 pp		

Special Dietary Needs / Requirements

University College can cater to the special dietary needs of your participants. Please advise us as early as possible if any of your participants have special requirements e.g. vegetarian, gluten free, peanut allergy etc.

*Falafel: a deep-fried ball of ground chickpeas seasoned with onions & spices (Vegetarian)**Hummus: mashed chickpeas, tahini, oil, lemon juice & garlic (Vegetarian)

***Tapenade: Olive paste made from pureed black olives, capers and anchovies.