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**LAKES BUSINESS PARK
CONFERENCE ROOM BOOKING FORM**

(Conference Room is located at Ground Floor, 2B Lord St, Botany NSW 2019)

TO: The Manager
Lakes Business Park (NSW) Pty Ltd
2B Lord Street
BOTANY NSW 2019
PH: 02 9316 8026
FAX: 9316 8075

We herewith request to book the Lakes Business Park Conference Centre for the day(s) of:

.....
.....

We require use of the centre for: *(please circle whichever is applicable)*

Full Day **(Cost \$300.00 + GST per day)** 9.00am / 5.00pm - **Sharp**

Half Day **(Cost \$230.00 + GST per day)** 9.00am to 12.30pm **OR** 1.00pm to 5.00pm -**Sharp**

We require the room to be set up: *(please complete whichever is applicable)*

U-shape (Maximum 24 seats) (Seating persons)

Theatre Style (Maximum 40 seats) (Seating persons)

We require Lakes Business Park to supply tea and coffee making facilities (includes biscuits) for the above number of persons. (Half Day \$3.00 + GST pp. Full Day \$5.00 + GST pp).

We will require use of the Audio Visual Equipment (circle where applicable) – Yes / No

Conditions of use

Acceptance of booking

Once your request is received by Lakes Business Park Office, a response will be **emailed** to you formally accepting the booking and providing a map for attendants. Upon completion of use, an invoice will be forwarded for payment, terms – net 7 days.

Attendees Carparking

Unless you are a tenant of the Lakes Business Park and have invited attendees to use your Company allocated parking spaces; ample parking is available for attendees in Lord Street or behind 11 Lord Street. *As per the map.*

PARKING IN OTHER TENANTS ALLOCATED SPACES MAY RESULT IN THE VEHICLE BEING TOWED/MOVED OF WHICH REMOVAL COSTS WILL BE CHARGED TO YOU.

Inclusive in rate

The abovementioned fee payable includes use of all the facilities within the conference centre as well as the cost of air conditioning and cleaning.

Access/Use outside of normal hours

Access/Use outside of the abovementioned hours must be pre-arranged with the Lakes Business Park office. An additional charge of \$50 + GST per half hour (or part thereof) will be payable.

Indemnity

We herewith agree to indemnify the Lakes Business Park for any damage to the premises or the equipment contained therein which may have resulted from the action of one of our employees, agents or invitees.

Cancellation

We understand that if cancellation is advised within seven days of the abovementioned booking date, a 50% cancellation fee may be payable.

We agree and accept the Conference Room ‘Conditions of use’ as depicted above.

For and on behalf of

(Signature)

(Company Contact)

(Company name)

(Contact Phone)

(Contact Email)

(Postal Address for Accounts)

ATTN:

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***ONCE COMPLETED, PLEASE RETURN BY FACSIMILE TO:
02 9316 8075***