



# CONFERENCE ROOM BOOKING FORM

To confirm your room booking with the Central Coast Mariners FC, please complete this form and return it to reception no later than 5 working days before your booking.

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

CONTACT NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONTACT NUMBER: Office \_\_\_\_\_ Mobile: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

Room	Please tick	Number of delegates	Half day (< 4 hours)	Full Day (4-8 hours)
Mariners I (Level 3)		< 8 people	\$110*	\$220*
Mariners II (Level 3)		8 – 15 people	\$165*	\$280*
Mariners III (Level 4)		15 – 50 people	\$275*	\$440*
Mariners III (Level 4)		50 – 100 people	\$550*	\$825*

\*all prices include GST

PURPOSE OF HIRE: \_\_\_\_\_

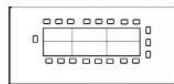
ROOM HIRE DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ROOM HIRE START TIME: \_\_\_\_: \_\_\_\_ AM/PM - FINISH TIME: \_\_\_\_: \_\_\_\_ AM/PM

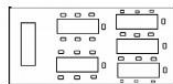
If your proposed meeting time falls outside of business hours you will need to arrange a time with the Central Coast Mariners FC to pick up a key and swipe card for out of hours access.

NUMBER OF ATTENDEES: \_\_\_\_\_

ROOM SET UP STYLE: Theatre / Boardroom / U Seating / Other: \_\_\_\_\_



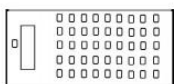
Boardroom Style



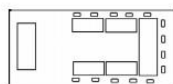
Cabaret Style



Classroom Style



Theatre Style



U-Shape

EQUIPMENT REQUIRED (please tick):

- Data projector
- Extension cord
- Whiteboard
- Table/s - Quantity: \_\_\_\_\_

REFRESHMENTS (please tick):

- Tea - Quantity: \_\_\_\_\_
- Coffee - Quantity: \_\_\_\_\_
- Bottled water - Quantity: \_\_\_\_\_

W: [www.ccm Mariners.com.au](http://www.ccm Mariners.com.au) Tel: 02 4353 7200 E: [info@ccmariners.com.au](mailto:info@ccmariners.com.au)

Address: Level 3, Suite 303 1 Bryant Drive, TUGGERAH NSW 2259

PO Box 5244, CHITTAWAY BAY NSW 2259



Rates:

Item	Price
Data projector	\$10 (< 4 hours) \$20 (4-8 hours)
Whiteboard	\$10 (< 4 hours) \$20 (4-8 hours)
Tea and coffee	\$3 per person
Bottled water	\$3 per bottle

ADDITIONAL NOTES/ COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

All bookings are subject to the Central Coast Mariners FC Terms and Conditions. If you have any questions regarding these terms and conditions please do not hesitate to contact Georgina Scott in reception on (02) 4353 7200.

**Amendments**

We endeavour to accommodate any changes you may need to make to your booking but please note that the deadline for these changes is no later than 5 working days prior to your meeting to ensure that we are able to guarantee provision.

**Responsibility for damage:**

The client organisation will be responsible for meeting the cost of repair or replacement of any damaged training room property which arises from the carelessness, neglect or default of any of its delegates, guests or visitors. Where it is believed that such damage has occurred, Central Coast Mariners FC will contact the client organisation as quickly as possible.

**Unexpected closure:**

Central Coast Mariners FC reserves the right to cancel any booking without liability on its part, in the event of any damage or disruption to the Central Coast Mariners FC Premises caused by fire, flood, power failure, industrial action, act of god, weather conditions or any cause beyond our control. In these circumstances Central Coast Mariners FC will use its best endeavours to contact and assist the client.

METHOD OF PAYMENT (please tick):

- Cash
- Visa / MasterCard (see below)
- Invoice

Card type: VISA / MASTERCARD	Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Expiry date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	CVV: <input type="text"/> <input type="text"/> <input type="text"/>

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Please email back to [info@ccmariners.com.au](mailto:info@ccmariners.com.au) to be approved and you will be notified once accepted.

OFFICE USE ONLY
APPROVED BY: _____ DATE: ____ / ____ / ____