



# Mawson Lakes Hotel

## CONFERENCE BOOKING FORM

Day & Date of Conference(1 page for each day) : \_\_\_\_\_

### CONTACT DETAILS

Business name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact on Day: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

### FUNCTION DETAILS

How did you hear about Mawson Lakes Hotel Function Centre \_\_\_\_\_

Type of Function: (please circle) Meeting Presentation Training Networking

Other:.....

Room Layout: (please circle)

Theatre U-Shape Classroom Boardroom Cabaret

Other:.....

Signage:.....

Attendance Numbers: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Access Time to room if different \_\_\_\_\_

### EQUIPMENT REQUIREMENTS

(please note that all requirements must be confirmed to be available on the day & are available at an additional cost)

(please circle) Data Projector and Screen Laptop Screen only Internet

Electronic Whiteboard White Board Flip Chart VCR/DVD Microphone Conference Phone

Other:.....

(Please be advised to check your laptop compatibility with our data projector)

### CATERING REQUIREMENTS

To ensure availability of catering selections, please complete the area below before returning this form.

Corporate Catering menus are available @ [www.mawsonlakeshotel.com.au](http://www.mawsonlakeshotel.com.au)

No external food or beverages are allowed to be brought into the Function Centre.

On Arrival Time \_\_\_\_\_

Morning Tea Time \_\_\_\_\_

Lunch Time \_\_\_\_\_

Afternoon Tea Time \_\_\_\_\_

Special Dietary Requirements \_\_\_\_\_

Other Requirements: \_\_\_\_\_

**FUNCTION BOOKING AGREEMENT** - Please sign and fax back to (08) 8360 3599

Name:.....

Signed:.....Date:.....

**Mawson Lakes Hotel**

10 Main Street Mawson Lakes SA 5095 P (08) 8360 3500 F (08) 8360 3599

Email [functions@mawsonlakeshotel.com.au](mailto:functions@mawsonlakeshotel.com.au) Web [www.mawsonlakeshotel.com.au](http://www.mawsonlakeshotel.com.au)



**Terms & Conditions**

Please be aware that bookings are not confirmed until a deposit has been received or credit card details have been provided. Deposits must be received 14 days after initial booking to confirm your booking. If a deposit is not received your room may be booked out to another customer without notice. Deposits can be paid by Cheque, Credit Card or Cash.

**Final numbers must be confirmed 10 days prior to your conference along with your final menu.**

If numbers on the day are less than quoted from your conference booking form and 10 days notice has not been given to your Function Co-coordinator, the full payment quoted or whichever is greater will be charged.

**No external food or beverages are allowed to be brought into the Function Centre.**

Please note that room allocations can be changed without notice at the discretion of management. All equipment hire is available at an additional cost. Refer to your Function Co-ordinator for further details.

**Cancellation of Booking**

- All cancellations after deposit has been receipted or credit card details held incur a \$100 administration fee.
- Cancellation of up to 2 weeks - forfeit deposit (room hire amount or 10% of function total whichever is greater).
- Cancellation of less than 1 week - forfeit total cost of function.

Please sign and return either by fax to 8360 3599 or scan & email to [functions@mawsonlakeshotel.com.au](mailto:functions@mawsonlakeshotel.com.au) , at your earliest convenience to confirm the details and pricing and to agree to the Terms & Conditions of your booking.

Signed: ..... Dated: .....  
Printed: .....

Method of payment for deposit: (please circle)

Cheque      Cash      Credit card (held as guarantee only)

Method of payment on the day for Function Balance: (please circle)

Cheque      Cash      Credit card

Credit card details:

Card number: .....

Expiry date ...../.....Verification pin (3 digit number on your card) .....

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