

Nintiringanyi Cultural Training Centre

Function Order Request Form

Name of Company / Hirer:
Contact person:
Phone: <span style="margin-left: 200px;">Fax:</span>
Email:
HIRE DATES:
Hire from (insert date and time in & out):
Hire until (insert date and time in & out):
Number of people expected to attend:

Please indicate ✓ and sign and date below

--- FAX REQUEST ORDER TO: 07 40336077 ---

Room

- Summer     Autumn     Summer/Autumn     Winter     Spring     Winter/Spring

Room Set up

- U SHAPE     BOARDROOM     CLASSROOM     THEATRE

Catering

**NOT CURRENTLY AVAILABLE**

Full Catering @ \$25 per person

Morning tea @ \$7.50 per person

Lunch @ \$12 per person

Afternoon Tea @ \$7.50 per person

Tea & Coffee \$50 per workshop room

This request form is not an indication or confirmation of room hire.  
A return phone call or email will be sent

Available Equipment Hire

- Television / Video \$50 per day
- Television / DVD \$50 per day
- Data Projector \$150 per day
- Lectern \$20 per day
- Speaker & Mic \$150 per day
- Urn (Spring Rm) \$20 per day if you provide your own tea & coffee (Urn only)

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*Print Name*

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*Signature*

\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Date*