



## Seating requirements

Do you require table and seating set up?

If yes please tick required and specify quantities.

Charges apply.

 YES NO

Please setup the following	<input type="checkbox"/> SINGLE CHAIRS # _____	<input type="checkbox"/> TRESTLE TABLES # _____	<input type="checkbox"/> PORTABLE STAGING # _____	<input type="checkbox"/> TIERED SEATING (BLEACHERS) # _____
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## Café service

Do you require a café service?

Charges apply.

 YES NO

Please setup the following	<input type="checkbox"/> TEA/COFFEE/SUGAR/MILK TO BE PROVIDED # _____	<input type="checkbox"/> WATER JUGS AND GLASSES TO BE PROVIDED # _____
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We have outside caterers. Please supply details

Outside caterers details
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## Available equipment

Conference Room equipment. Please tick if you require any of the following (Free of charge)

<input type="checkbox"/> SCREEN	<input type="checkbox"/> DATA-PROJECTOR	<input type="checkbox"/> EXT. CORD	<input type="checkbox"/> CEILING SPEAKERS	<input type="checkbox"/> WHITEBOARD	<input type="checkbox"/> LECTERN	<input type="checkbox"/> POWER BOARD
<input type="checkbox"/> PIANO (charges apply)	<input type="checkbox"/> WIFI (available throughout the Civic Centre)					

Portable sound equipment. Please tick if you require any of the following (Free of charge)

<input type="checkbox"/> CORDLESS MICROPHONE	<input type="checkbox"/> MICROPHONE	<input type="checkbox"/> SPEAKERS
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Foyer. Please tick if you require the following (Free of charge)

<input type="checkbox"/> WALL-MOUNTED FLAT-SCREEN MONITOR (USB port and internet capable)
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## Health and Safety

For functions up to 300 people two wardens are to be designated for your function, to be responsible for the evacuation of people from the Hall in case of an emergency. Please state the names of these people:

Building Warden	Floor Warden
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In addition to these wardens, if your function is over 300 people a Certified Safety Officer is also required:

Certified Safety Officer
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# Conference Room setup instructions

Please print clearly

Please retain this sheet for your information, if you are doing your own setup

 YES NO

If you want us to setup for you. Draw in your setup arrangement and fax, mail or email this sheet to us.

