



ABN: 93 153 468 949

PO Box 248, Cowra
NSW 2794 Australia
P: (02) 6341 2233
F: (02) 6341 1875
E: info@cowragarden.com.au
W: www.cowragarden.com.au

Please complete this form and return to the garden by post, FAX or scan and email to confirm your booking

EDUCATION CENTRE BOOKING FORM

Valid to 30 June 2019

Name of Group: _____

Contact Person: _____ Address: _____

Email Address: _____

Phone No: _____ Fax No: _____ Mobile No: _____

No. In Group: _____ Day & Date of Arrival: _____ Arrival Time: _____ Finish Time: _____

Please Note: The Education Centre is available from 8.30am to 4.30pm 7days a week. Time after this will need to be discussed with staff as afterhours charges may apply. (\$65.00 per hr)

Daily rate \$150.00.

Included in the price

- ☐ Entry to the Education Centre Only. ☐ Computer compatible high definition TV. ☐ DVD player
- ☐ Data projector and screen. ☐ White board. ☐ Lectern. ☐ PA system. ☐ Reverse cycle air conditioning.
- ☐ Continuous tea and coffee.

Setup of room (please select one)

- ☐ Classroom style (seats a maximum 40)
- ☐ U shape (seats a maximum 24)
- ☐ Dining (seats a maximum 32)
- ☐ Theatre style (seats a maximum 60)
- ☐ Hollow square (seats a maximum 30)
- ☐ Cocktail (standing only maximum 60)

PAYMENT METHOD

- ☐ Invoice
- ☐ Cheque
- ☐ Visa / MasterCard
- ☐ Cash (single payment only)

Please make your cheque payable to **"Cowra Japanese Garden and Cultural Centre Limited"**

Full payment for hire is required within 7 days of receipt of invoice.

Final numbers are required three (3) days prior to the event. The group leader should make themselves known to reception and try to arrive earlier than the start time so that staff can organise a key and any other requests that maybe needed.

Catering: Bookings for lunch, morning/afternoon tea are welcome. All catering enquiries need to be discussed and arranged directly with the Cafe on (02) 6342 5222. Cancellations regarding food also need to be made directly with the Cafe. Full payment will be required if cancellations are not notified to the Cafe.

We look forward to welcoming your group.

Office Use Only

Date Confirmed..... Staff Signature.....