

## Conference Reservation Request

Fax: (07) 3897 4799 or Email: info@lavida.com.au

Business Name:		
Address:		
Contact Person:		Mobile:
Telephone:	Fax:	Email:
Function Dates:		
Number of Delegates (max. 25 pers):		
	Commence Time:	Conclude Time:

- U-Shape (up to 16 delegates)**
- Boardroom (up to 18 delegates)**
- Theatre (up to 25 delegates)**
- Cocktail (up to 35 delegates)**

Hire Equipment Required:    **65" Smart TV**    **DVD player**    **Other:** .....

Catering (freshly brewed coffee and selection of tea provided with room hire)

<input type="checkbox"/> Morning Tea	<input type="checkbox"/> Lunch	<input type="checkbox"/> Afternoon Tea
Time to be served: am	Time to be served: pm	Time to be served: pm

Additional Platters:       Sushi Platter    Prawn Platter    Chicken Wing Platter      (quote to be provided):

Special Dietary Requirements/Additional Requests:

**Accommodation Required:** (Check In 2.00pm - 5.00pm - please advise Reception if delegates unable to arrive during this time. Check Out: 10.00am)

<input type="checkbox"/> Studio	<input type="checkbox"/> 1 Bedroom	<input type="checkbox"/> 2 Bedroom	<input type="checkbox"/> 3 Bedroom
Arrival Date:	Arrival Date:	Arrival Date:	Arrival Date:
Depart Date:	Depart Date:	Depart Date:	Depart Date:
Total Required:	Total Required:	Total Required:	Total Required:

**Credit Card Details (speak with Reception for other payment options and details)**

Credit Card Type (AMEX and Diners incur a 3% surcharge)		
Card Number:	Expiry:	CVV:
Card Name:	Sign:	Date