

BOARDROOM REQUEST FORM



The Cairns Chamber of Commerce boardroom can accommodate **up to 11 people boardroom style**. Members of the Cairns Chamber of Commerce are able to hire the boardroom, when not in use by the Chamber, for private meetings and training purposes. The boardroom is air-conditioned and fully equipped for presentations.

Room Rate (Members only): Non-commercial meetings: \$50/day incl GST
Commercial meetings: \$100/day incl GST

Equipment: White board (no charge), Data Projector \$20/day incl GST

Catering: Continuous Tea and Coffee \$2.50pp/day incl GST
Chilled filtered water.

You are welcome to provide your own catering. Catering can be ordered upon request.

Check Availability / Enquiries:

Contact **Erica Peebles** at the Cairns Chamber of Commerce on 07 40311838 or email erica@cairnshamber.com.au

MEETING DETAILS

Company Name: _____
Contact Name: _____
Main Phone: _____
Mobile Phone: _____
Billing Address: _____

Preferred Meeting Date/s: _____

Event Title: _____

Start Time (**from 8:30am**) _____ End Time (**By 4:30pm**): _____

Attendees (max 10 + presenter): _____

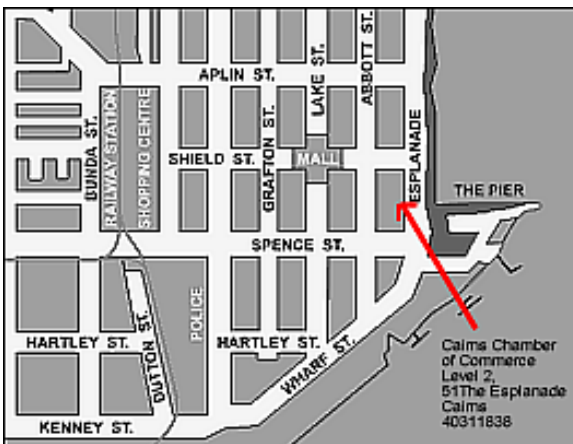
Tea & Coffee Required (\$2.50pp/day): YES / NO

Catering Required: YES / NO - supplying own.

Budget: \$ _____

Special Requirements: _____

- Morning Tea Time: _____ Details: _____
- Lunch Time: _____ Details: _____
- Afternoon Tea Time: _____ Details: _____



Notes: Metered parking is available at the Pier Marketplace.

Remind attendees to bring a jacket as the boardroom is air-conditioned.

Office Use Only
Confirmed YES / NO

Notes: _____

