

EVENT OR VENUE BOOKING FORM AND QUOTATION REQUEST

EVENT INFORMATION				
Event Title				
Type of Event				
Location/ Venue				
Event Schedule <small>(attach additional information if required)</small>	Start Date:	End Date:	Start Time:	End Time:
	Start Date:	End Date:	Start Time:	End Time:
	Start Date:	End Date:	Start Time:	End Time:
Other Information/ Equipment Required				
CONTACT DETAILS				
Organisation				
Postal Address				
	Town		Postcode	
Contact Name			Phone	
Email				
Signature			Date	

**PLEASE RETURN COMPLETED FORM TO BURDEKIN SHIRE COUNCIL
OR FAX TO: (07) 4783 9999**

BSC OFFICE USE ONLY		
Form Checked <input type="checkbox"/>	Calendar Entry Complete <input type="checkbox"/>	Quotation Required <input type="checkbox"/>
Pre Event Meeting <input type="checkbox"/>	Completed by:	Date:

IMPORTANT: Event, venue or equipment bookings are only accepted upon receipt of this form. Acknowledgement of receipt will be issued to the listed contact as detailed above.

Phone: (07) 4783 9800
Fax: (07) 4783 9999
Email: burdekinsc@burdekin.qld.gov.au