

GLaWAC
Request for Service / Request for Invoice Form



Customer Name:		Date:		
Contact Name:		Contact Number:		
Customer Address:				
Email Address: Email address for invoice if different to above:				
Location address of Service:		Day, Date & Time of Service:		
Type of Service: Note: Price on application unless stated otherwise <input type="checkbox"/> Welcome to Country - \$500 <input type="checkbox"/> Cultural Education (School groups) <input type="checkbox"/> Art Appreciation <input type="checkbox"/> Smoking Ceremony - \$500 <input type="checkbox"/> Cultural Awareness Session (Corp) <input type="checkbox"/> Art Workshop <input type="checkbox"/> Music and Dance Ceremony <input type="checkbox"/> On Country Tour				
Room Bookings				
		GLaWAC Members		
	½ day (8.30-1.00)	Full Day (8.30-4.00)	½ day (8.30-1.00)	Full Day (8.30-4.00)
Auditorium	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$350.00	<input type="checkbox"/> \$55.00	<input type="checkbox"/> \$100.00
Tuk – small Boardroom	<input type="checkbox"/> \$85.00	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$42.50	<input type="checkbox"/> \$75.00
Borun – large Boardroom	<input type="checkbox"/> \$85.00	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$42.50	<input type="checkbox"/> \$75.00
Café – only	<input type="checkbox"/> \$110.00	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$55.00	<input type="checkbox"/> \$100.00
Café and Kitchen	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$350.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$140.00
		Total Cost:		
Catering				
No. of people:		<input type="checkbox"/> M/Tea	<input type="checkbox"/> Lunch	<input type="checkbox"/> A/Tea
Dietary requirements:				
Further information, why?				
Office use only				
Requested by:		Date of request:		
Presenter:		Date of service:		

Note: There will be a cancellation fee charged if a minimum notice of 24 hours has not been provided. This fee will be at the discretion of GLaWAC at the time of the cancellation. This can be discussed with the person who has booked the service.