

&

Ernest & Marion Davis Library

PLEASE NOTE:

ALL bookings will remain tentative until you have received confirmation from the CEC.

Email: CEC@adhb.govt.nz or Fax: 00 64 9 307 2843

Event Name

Date

Event Time

Start

Finish

Set-up Time Required

Number of Attendees

Is Catering Required?

Contact CEC for current menu

Rooms Required

Entire CEC	<input type="checkbox"/>	Auditorium (205)	<input type="checkbox"/>	Kaye Ibbertson Room (15)	<input type="checkbox"/>
Henley (50)	<input type="checkbox"/>	Neurology (50)	<input type="checkbox"/>	Marion Davis Lecture Hall (100) No PC or Laptop	<input type="checkbox"/>
Green Lane (20)	<input type="checkbox"/>	Starship (20)	<input type="checkbox"/>	Warwick Macky Room (20)	<input type="checkbox"/>
Liggins (10)	<input type="checkbox"/>	Centennial (10)	<input type="checkbox"/>	Ernest Davis Lecture Hall (100)	<input type="checkbox"/>
A+ Trust Room (75)	<input type="checkbox"/>	Level 9 Lecture Theatre (90)	<input type="checkbox"/>	Marion Davis & Ernest Davis Halls	<input type="checkbox"/>

Organizers Details

Name:

Phone:

Mobile:

Fax:

Email:

Alternate Contact Person

Name:

Phone:

Email:

Invoicing Details

Company:

Contact Name:

Address:

Postal Address:

Phone:

Fax:

Email:

Signed:

Date:

I Hear by abide by the terms and conditions of the Clinical Education Centre Priorities and Guidelines and understand that:

- Absolute preference is given to priority user groups and then on a first come first serve basis.
- Bookings are made on the proviso that on rare occasions they may need to be postponed, cancelled or moved if a revenue generating conference or meeting is booked during that time period.
- All catering ordered and consumed will need to be paid for. All catering has to be ordered through the CEC.
- All catering is only for consumption within the CEC/MDL. No BYO or external catering entertained
- I am liable for all damages to CEC property

Catering Requirements

_For Catering options please contact the Centre

Time	# of People	Option
On Arrival		
Morning Tea		
Lunch		
Afternoon Tea		
Other		

Additional Resources Required

_Please note: all additional resource have costs associated with hire

After Hours Use of Centre (before 7.30am or after 5pm) <i>(ask for cost)</i>	<input type="checkbox"/>
Audio Visual Support <i>(ask for cost)</i>	<input type="checkbox"/>
Internet Connection <i>(ask for cost)</i>	<input type="checkbox"/>
Flip Charts <i>(ask for cost)</i>	<input type="checkbox"/>
Additional Furniture (tables or chairs) <i>(ask for cost)</i>	<input type="checkbox"/>
Video Conference <i>(ask for cost)</i>	<input type="checkbox"/>
Electronic Whiteboard <i>(ask for cost)</i>	<input type="checkbox"/>
Laptop Computer <i>(ask for cost)</i>	<input type="checkbox"/>
Key-Pad Responders <i>(ask for cost)</i>	<input type="checkbox"/>

Comments