

Meetings Booking Form

Company Details

Company Name	
Company Address	
Contact Name	
Contact Number	
Contact Email	
ALL Meeting Planner Membership Number	

Sign me up to **ALL Meeting Planner** to start earning points immediately

Meeting Details

Date	
Meeting Room	
Number of attendees	
Meeting room setup	Boardroom <input type="checkbox"/> U-shape <input type="checkbox"/> Classroom <input type="checkbox"/> Cabaret <input type="checkbox"/>
	Other <input type="checkbox"/> Please specify:
Arrival time	
Meeting time	
Departure time	
Meeting Room Signage	
Onsite contact	Name: _____ Number: _____

Catering requirements (if required)

Catering Requirements/Package	
	Time
Arrival Tea & Coffee	<i>Nespresso Coffee & Tea</i>
Morning Tea	<i>Chef's signature selection of one sweet & one savoury item</i>
Lunch	<i>Lunch box including gourmet panini, superfood salad, seasonal fruit salad, homemade slice & bottled soft drink</i>
Afternoon Tea	<i>Chef's signature selection of one sweet & one savoury item</i>
Dietary requirements	

Audio Visual requirements

Projector <input type="checkbox"/>	Screen <input type="checkbox"/>	PC Audio <input type="checkbox"/>	Flipchart/Whiteboard <input type="checkbox"/>
Additional Audio Visual – please specify:			

Car Parking

Secure onsite car parking is available at a discounted rate of \$15.00 per car, per day (reduced from \$25.00)

Please indicate how you would like the parking charges to be settled

Master account **or** Individual guests pay their own

Accommodation Details

Check In	
Check Out	
Number of rooms	
Room Rate	\$

Payment details

Card holder name	
Card Type	
Card Number	
Expiry date	

I give authority for the above credit card to be charged for:

- Deposit amount to confirm booking
- Balance owing at close of function
- I prefer to pay by EFT (*must be received 2 days prior to your function*)

In line with COVID-19 Government guidelines all meeting rooms will be capped at the maximum of 1 person per 2 square meters, and face masks are mandatory when indoors. We encourage you to follow the physical distancing recommendations of 1.5 meters where possible. Meeting rooms will not be set up with 1.5 meters between each delegate unless requested. All high use surfaces, public areas and bathrooms are cleaned and disinfected every hour. All guests must sign in using the QR code or with the hotel reception upon arrival.

Terms and Conditions

- No space will be held until a signed booking form and initial deposit is received.
- To confirm your event, a non-refundable and non-transferable deposit, (equal to 25% of the estimated event charge (or \$500.00), including all, food and beverage, room and equipment hire costs) unless otherwise specified, must be paid to the hotel within five (5) business days of the contract date. (Payments made by credit card incur a 1.3% surcharge).
- From the date of the signed contract, all payments made are non-refundable and non-transferable. No refunds will be given for cancellation/decreases of numbers.
- If the event is impacted due to COVID-19 related restrictions, the all deposits made will be held as a credit for up to twelve (12) months from the date of the event.
- Full pre-payment (less of any payments received) must be received fourteen (14) working days prior to the event date.
- The hotel will complete a banquet event order and forward it to you prior to your event. The hotel requires a signed copy of this document as final confirmation of all events details (including menu selections and dietaries) seven (7) days prior to your event. Should your menu selection not be received then Chef's selection will be applicable.
- Amendments to the details noted on the signed banquet event order, including changes to final numbers is to be provided to your Conference & Events Coordinator three (3) days prior to your event.
- Strictly no food or beverage can be brought into the premises.
- Novotel Melbourne Glen Waverley will take all necessary care but will not take responsibility for any damage or loss of property of people attending the function or any items left after the function has ceased. The person(s) organising the function are financially responsible for any damage sustained or loss incurred to Novotel Melbourne Glen Waverley property, fixtures or fittings, whether through their own actions or the actions of their guests or contractors. Nothing is to be attached or fixed to any part of Novotel Melbourne Glen Waverley property without the prior written approval by Management.
- Deliveries are accepted 24 hours prior to the function date and all items must be marked with the name, date and time of the function, along with the number of items being delivered.

I agree to the Terms & Conditions as outlined above

Authorised Signatory

Name & Title

Date