



50 Spruance Road, Elizabeth East
playford@tennisgear.com.au
 Ph: 8252 1900

Enquiry Form

Booking Details	
Company Name	
Contact Person	
Contact number	
Email Address	
Booking Date	
Number of attendees	

Invoicing Details	
Company Name	
Postal Address	
Contact Person & Number	
Contact number	
Email Address	

Equipment <small>(please indicate required)</small>	
TV	
Printing	
Laptop	
Wi-Fi Internet	
Other <small>(please specify)</small>	

Catering	
Biscuit tin (\$1pp)	
Cake/slice (\$5.00pp)	
<i>Iced water provided complimentary</i>	
<i>Other catering available on request (charges apply)</i>	
<i>Coffee & Cake deals available on request</i>	

Schedule	
Facilitator arrival time	
Guest arrival time	
Finish time	

Room required	
Meeting Room	
Function Room	
Function Room Partial	

Quote required	Yes / No
Quote is valid for <i>30 days</i>	

Quote accepted	Yes / No
Booking confirmed	Yes / No

Please sign and send to email address listed below. By signing this form, you are agreeing to the Terms & Conditions set out in our functions fact sheet.

*Any questions please contact the centre on (08) 8252 1900 or playford@tennisgear.com.au

Name _____

Date _____

Signature _____