

**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 Centre

Auditorium (205)

Henley (50)

Neurology (50)

Green Lane (20)

Starship (20)

Liggins (10)

Centennial (10)

A+ Trust Room (70)

Level 9 – Lecture Theatre (90)

**Attendees:** ADHB Staff

Non ADHB

Is this event for Clinical Teaching?

Is there a conference fee being charged?

Do you have sponsorship for the event?

**Organizers Details**

Name:

Department and Physical Address:

Phone:

Email:

**Alternate Contact Person**

Name:

Phone:

Email:

**RC Code:**

**Signed**

**Date**

*I hereby 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/or consumed will need to be paid for.
- All catering is only for consumption within the premises of the CEC.
- I am liable for all damages to CEC property.

**Sponsors Invoicing Details**

Company:

Address:

Contact Name:

Postal Address:

Phone:

Fax:

Email:

# Fisher & Paykel Healthcare Clinical Education Centre

Booking ref #

## Catering Requirements

*For Catering options please contact the Centre*

<b>Time</b>	<b># of People</b>	<b>Option</b>
<b>On Arrival</b>		
<b>Morning Tea</b>		
<b>Lunch</b>		
<b>Afternoon Tea</b>		
<b>Other</b>		

## Additional Resources Required

*Please note: all additional resource have costs associated with hire*

After Hours Use of Centre (before 7.30am or after 5pm) *(ask for cost)*

Audio Visual Support *(ask for cost)*

Internet Connection

Flip Charts *(ask for cost)*

Additional Furniture (tables or chairs)

Video Conference

Electronic Whiteboard

Laptop Computer

Key-Pad Responders

## Comments