



EVENTS BOOKING FORM

Thank you for choosing Mackay RESORT Motel and for trusting us with your Event.

Please complete your Event requirements and sign in agreement with the enclosed Terms and Conditions (Page 5), prices and services in this document. Once complete, please reply email to reservations@mackayresortmotel.com.au.

Your Event Co-ordinator is myself, Melissa Speer. Should you have any questions or require additional information please do not hesitate to contact myself directly on (07) 4944 7944.

Company Details

Company:			
Address:			
Contact:			
Invoice Email:			
Phone:		Mobile:	
Your Email:			

Event Details

No. of Guests:	Presenters:	Participants:	Total:
Conference Date(s):		Start:	Finish:
Room Hire:	<input type="checkbox"/> Blue Room	Full Day - \$230	
	<input type="checkbox"/> Board Room	Full Day - \$120	Part Day/Night - \$ 80
	<input type="checkbox"/> Gecko Room	Full Day - \$260	
	<input type="checkbox"/> Poolside	Full Day - \$180	Part Day – \$150 Night – N/A
Room Setup / Venue Style:	<input type="checkbox"/> U-Shape	<input type="checkbox"/> Board Room	
	<input type="checkbox"/> Class Room	<input type="checkbox"/> Hollow Square	
	<input type="checkbox"/> Theatre	<input type="checkbox"/> Other	

Equipment Hire

Please select from the list below for your equipment requirements:

Tick which are to apply:

<input type="checkbox"/>	Data Projector	\$100.00
<input type="checkbox"/>	Data Projector Screen	Complimentary
<input type="checkbox"/>	Flip Chart Paper	\$40 per pad (or part thereof). Minimum \$15
<input type="checkbox"/>	Flip chart stand	Complimentary
<input type="checkbox"/>	Whiteboard with pens	\$10
<input type="checkbox"/>	Lectern	Complimentary
<input type="checkbox"/>	Speakers	Complimentary

Dates Required (if not required every day): _____

Catering Requirements:

Limitless Tea (selection) / Coffee / Water (\$6 per person)

Water only (Complimentary)

Morning Tea (\$6.50 per person) Time Required: _____

Selection:

Sweet Savoury Fruit Mixture

Lunch (\$13 per person) Time Required: _____

Mixed Sandwiches

Wraps

Hot Selection, Yum Cha style (Add \$2 per person)

Mixed selection of above (Add \$2 per person)

Afternoon Tea (\$6.50 per person) Time Required: _____

Selections:

Sweet Savoury Fruit Mixture

Cheese Platter

Special Dietary Requirements of the Group (Please specify type and No):

Accommodation:

REQUIRED	ROOM TYPE	Bedding Configuration	RATE PER NIGHT (inc GST)	ARRIVAL DATE	DEPARTURE DATE
	Deluxe Queen	1 Queen	\$110		
	Exec Spa Suite	1 Queen (or King)	\$135		
	Deluxe Twin	1 Queen 1 Single	\$120		
	Deluxe Family	1 Queen 2 Single	\$140		
	Twin Self-Contained (Kitchen)	1 Queen 1 Single	\$150		
	Family Self-Contained (Kitchen)	1 Queen 2 Single	\$160		

A rooming list will be required within 48 hours of stay.

The Motel requires a Credit Card to secure the Room(s) or a Purchase Order to be debited back to your company pending Credit Application approval. Credit Card Authority below.

Cancellation of Accommodation: Cancellations must be advised by 2pm the previous day or the nightly room rate will be incurred.

Group booking cancellations require 7 days' notice in writing or the first night rate will be incurred.

Final Payment Method:

Credit Card:	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMEX (4% Fee)
Credit Card Number:	____/____/____/____		
Expiry Date:	__/__		
Card Holder Name:			
Cardholder Signature:			
Other Payment Options:	<input type="checkbox"/> CASH	<input type="checkbox"/> EFTPOS	<input type="checkbox"/> Direct Deposit

Direct Deposit:

Bank Details:

Bank: ANZ BANK, Mackay
BSB: 014-023
Account: 2248 51699
Name: Jimissin P/L T/As Mackay Resort Motel

A receipt of payment will be required via email if payment made within 72 hours of the event being held.

Email: reservations@mackayresortmotel.com.au

Thank you for trusting us with your Event. Your Business is our Business and we will do our personal best to ensure everything runs smoothly on the day.

If there is anything we have missed, please ensure you place it on this Booking Form and we will include it within our notes.

Kind regards

Melissa Speer
Managing Director



Turning Business into Leisure

Mackay Resort Motel
154 Nebo Rd
MACKAY QLD 4740
Phone: 07 4944 7944
Email: manager@mackayresortmotel.com.au



Terms and Conditions

1. Tentative Bookings: All function bookings are considered tentative until written confirmation has been received. Tentative bookings will be held for 2 days. The Motel reserves the right to cancel the booking and reallocate the room to another guest if these requirements are not met (we will always contact you prior to this action being taken).
2. Cancellations: In the event of the Conference being cancelled within one week of the scheduled date, a fee of 50% of the Room hire will be required. All cancellations within 2 days of the conference will incur 50% of the Room Hire and all catering expenses incurred.
3. Final numbers: A guaranteed number of guests attending the function is required 5 days prior to the event. Charges will be based on these minimum numbers or the actual attendance, whichever is greater. The Motel reserves the right to move the function to a more suitably sized room.
4. Menu Selection: Please advise your menu selection at least 7 days prior to the event.
5. Times: The Co-ordinator agrees to begin the function and vacate the room at the agreed times.
6. Room Allocation: The Motel reserves the right to assign another room for the function in the event the room originally booked should become unavailable or deemed inappropriate due to causes beyond the control of the Motel.
7. Responsibility: The motel will not accept responsibility for damages to or loss of merchandise left in the Motel or function area, prior to, during or after the event. No food or beverage of any kind will be permitted into the motel for consumption, without prior consent from the Manager.
8. Accommodation: The Motel requires details of all billing procedures for group bookings at time of booking. Final numbers are required with 7 days' notice. A final Rooming List is required 48 hours prior to the date of stay.
9. Payment: A credit card number is required to secure all bookings. Payment will be required as per formal arrangements that have been established. Any additional charges authorised by a nominated company contact on the day of the event may also be charged.

By signing below, I declare to have read the above Term and Conditions and agree to adhere to them:

Signed: _____ Name: _____

Date: _____