

Sargood Gallery

Booking request

Institute of Sport, Exercise & Health

Kate Clapham-Dorjee
School Administrator
sport@op.ac.nz
Freephone 0800 762 786
and ask for
Sport Institute
visit us at www.op.ac.nz

CONTACT DETAILS

Organisation name _____

Contact name _____

Address _____

Phone number _____

Email _____

EVENT DETAILS

Date(s) _____

Time (including setup) _____

Numbers attending _____

Type of event (is
alcohol going to
be served?) _____

Data projector

Kitchen facilities

PA system

Services required

Other

chairs \$150

stage \$100

lecturn \$50 (if hired
without other furniture)

Other requests _____

BOOKING REQUEST CONFIRMED

Signature _____

Date _____

For office use only

COST all plus GST

Nil

Koha (voluntary)

Fee NZ\$ _____

Furniture NZ\$ _____

Deposit NZ\$ _____

