

Sargood Gallery

Booking request

Institute of Sport,
Exercise & Health

Kate Clapham-Dorjee
School Administrator
Kate.ClaphamDorjee@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

Services required

- Data projector Kitchen facilities PA system
 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\$

