

PO Box 248
 COWRA NSW 2794
 Phone: (02) 6341 2233
 Fax: (02) 6341 1875
 Email: garden@cowra.nsw.gov.au



ABN: 24 000 592 398

COWRA JAPANESE GARDEN CULTURAL THEATRE & CONFERENCE CENTRE BOOKING FORM

Thank you for your enquiry. The Centre is available from **8:30am – 4:30 pm** 7 days. After hours by arrangement. Please complete this form and return to the Garden to confirm your booking.

Name of Group: Contact Person:
 Ph Fax:
 Mobile: Email:
 Date Required: Start Time: Finish Time:

DAILY RATES A discount applies for registered charities (room only).

Room Hire \$ 100.00 Day Hire

Included in Fee

Entry to Garden & Facilities	Overhead Projector	Lectern
54" High Definition computer-compatible TV	DVD Player	Ice Water & Mints on Tables
Reverse Cycle Air Conditioning	Continuous Tea & Coffee	White Board

Seating: Please tick one

- | | |
|---|---|
| <input type="checkbox"/> Classroom Style (seats maximum 40) | <input type="checkbox"/> Theatre style (seats maximum 70) |
| <input type="checkbox"/> Hollow Square (seats 40 comfortably) | <input type="checkbox"/> U shape (seats 30 comfortably) |

Catering Requirements (prices are per person)

Morning Tea		Time Required
<input type="checkbox"/>	Assorted plain and cream biscuits	\$ 2.00	Number
<input type="checkbox"/>	Scones with Jam & Cream	\$ 6.00	Number
Lunch		Time Required
<input type="checkbox"/>	Assorted Fresh Sandwiches	\$ 8.50	Number
<input type="checkbox"/>	Assorted Fresh Sandwiches plus Cheese & Seasonal Fruit Platter	\$ 13.50	Number
<input type="checkbox"/>	Assorted Fresh Sandwiches plus Scones with Jam and Cream	\$ 13.50	Number
<input type="checkbox"/>	Quiche Lorraine with Salad	\$ 16.00	Number
<input type="checkbox"/>	Beef Lasagne with Salad	\$ 16.00	Number
<input type="checkbox"/>	Gourmet BBQ and Assorted Salads	\$ 17.50	Number
Drinks (with Lunch)			
<input type="checkbox"/>	Jug Fresh Juice with Ice (please ask for selection)	\$ 5.00	Number
<input type="checkbox"/>	Jugs of Assorted soft drinks with Ice (please ask for selection)	\$ 5.00	Number
Afternoon Tea		Time Required
<input type="checkbox"/>	Assorted plain and cream biscuits	\$ 2.00	Number
<input type="checkbox"/>	Seasonal Fruit Platter	\$ 4.00	Number

Please Note:

No outside catering is allowed in the Conference Centre.
 Please advise us of any Special dietary requirements.

For further information, please contact the Garden by ph: (02) 6341 2233, fax: (02) 6341 1875 or email: garden@cowra.nsw.gov.au. We look forward to welcoming your group.

Office Use Only	
Date Confirmed.....	Signature.....