



Ernest & Marion Davis Library

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?

Rooms Required

Contact CEC for current menu

Entire CEC

Auditorium (205)

Kaye Ibbertson Room (15)

Henley (50)

Neurology (50)

Marion Davis Lecture Hall (100)

Green Lane (20)

Starship (20)

Warwick Macky Room (20)

Liggins (10)

Centennial (10)

Ernest Davis Lecture Hall (100)

A+ Trust Room (75)

Level 9 Lecture Theatre (90)

Marion Davis & Ernest Davis Halls

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

Alternate Contact Person

Name:

Name:

Department and Physical Address:

Phone:

Phone:

Email:

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 consumed will need to be paid for. All catering has to be ordered through the CEC.
- All catering is only for consumption within the CEC/MDL. No BYO or external catering entertained
- I am liable for all damages to CEC property

Sponsors Invoicing Details

Company:

Contact Name:

Address:

Postal Address:

Phone:

Fax:

Email:

Catering Requirements

For Catering options please contact the Centre

Time	# of People	Option
On Arrival		
Morning Tea		
Lunch		
Afternoon Tea		
Other		

Additional Resources Required

Please note: all additional resource have costs associated with hire

After Hours Use of Centre (before 7.30am or after 5pm) <i>(ask for cost)</i>	<input type="checkbox"/>
Audio Visual Support <i>(ask for cost)</i>	<input type="checkbox"/>
Internet Connection	<input type="checkbox"/>
Flip Charts <i>(ask for cost)</i>	<input type="checkbox"/>
Additional Furniture (tables or chairs)	<input type="checkbox"/>
Video Conference	<input type="checkbox"/>
Electronic Whiteboard	<input type="checkbox"/>
Laptop Computer	<input type="checkbox"/>
Key-Pad Responders	<input type="checkbox"/>

Comments