

Room Booking Request



****Please fill out the following form and email to venuehire@sydney-legacy.com.au****

Contact Details

First Name:

Last Name:

Company/Organisation:

Address:

Contact Number:

Email Address:

Room Requirements for Event

Start Date:

Start Time:

End Date:

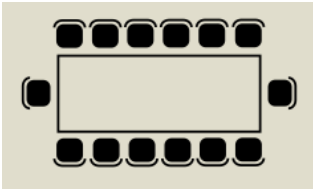
Finish Time:

Are dates & times flexible? (Y/N)

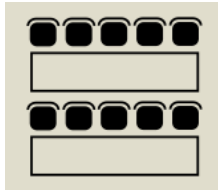
Number of Guests (60-80pax):

Select a Room Set-Up Style - (Please Tick)

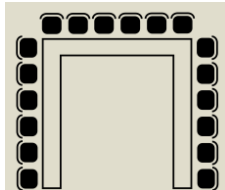
Boardroom



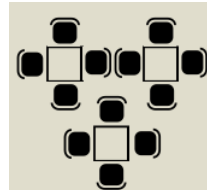
Classroom



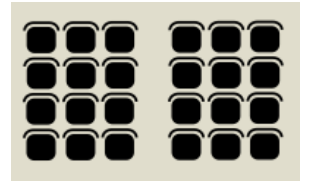
U-Shape



Banquet



Theatre



If other, please specify:

Room Requirements: (Please select)

Function Type: (Please select)

****CATERING****

Legacy will not be responsible for any catering requirements. Upon the return of a signed quote, we will provide you with our caterers and their details. All organisation and costs will be between client and caterer.

Additional Requirements/Comments

Once you have completed the form, forward to:
venuehire@sydney-legacy.com.au

**** Your form will be submitted to the Venue Hire team at Legacy and they will be in touch within 48 hours of receipt. If you have any queries or concerns, please do not hesitate to contact Sarah Hallab on 02 9248 9019 or email at venuehire@sydney-legacy.com.au.**