Confirmation Sheet

Event Name: Web Development Seminar
Booking No.: 12349
Event Status: CON/VENUE
Client Name: The Sponsor-ed Group
Contract No.: 
Client Code: 
Event Contact: Peter Williams
Purchase Order: 
Address: 700 Collins Street
Melbourne VIC 3000
Client Code: 

Event Comments
New Client

EVENT NAME / TITLE
To be advised

RUNNING SHEET (provisional - please advise)
8.30am Access and set up
8.45am Arrival of guests.
9.00am Event to commence
10.30am Morning Tea
1.00pm Conclusion
1.30pm Bump Out

Please note that if your event exceeds the period of time the room is booked for, additional fees may apply at a rate of $100.00 per hour.

SET UP
Room 4 Theatre style for 80 pax
Presenters table for laptop and data projector (client providing) set with water & mints
Buffet table at rear of room for morning tea, including iced water and mints for participants

CATERING
Morning Tea

AUDIO VISUAL
Client providing laptop and data projector

EVENT DETAILS
Final details required Wednesday the week prior to your event

INVOICING
Invoice is emailed post event and payable within 30 days

Wednesday, 18 March 2015

Location: Function Room 4

<table>
<thead>
<tr>
<th>From - To</th>
<th>Function Setup</th>
<th>#</th>
<th>Status</th>
<th>Price</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30 AM</td>
<td>Web Development Seminar</td>
<td>80</td>
<td>CON/VENUE</td>
<td>$601.00</td>
<td>G</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>Theatre</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Date/Time: 18/02/2015 9:27 AM
Booking #: 12349
Page #: 1

Victoria University City Flinders Campus: Level 12, 300 Flinders Street, Melbourne, VIC, 3000 Phone 03 9919 1012 Fax 03 9919 1330
## Catering Information

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM</td>
<td>1:00 PM</td>
<td>Morning Tea</td>
<td>80</td>
<td></td>
<td></td>
<td>G</td>
</tr>
<tr>
<td>1:00 PM</td>
<td></td>
<td><em>Please advise of dietary requirements a minimum 4 business days prior to your event</em></td>
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<tr>
<td></td>
<td></td>
<td><em>Morning Tea @ TBC</em></td>
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<tr>
<td></td>
<td></td>
<td>Filtered coffee and Lipton teas</td>
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<tr>
<td></td>
<td></td>
<td>Chef's home baked treat of the day (1 piece per person)</td>
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<td></td>
<td></td>
<td><strong>Optional:</strong></td>
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<tr>
<td></td>
<td></td>
<td>1.5 pieces per person $10.40</td>
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<tr>
<td></td>
<td></td>
<td>2 pieces per person $12.50</td>
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</tbody>
</table>

**Location Sub Total:** $601.00  
**Catering Sub Total:** $648.00  
**Total:** $1,249.00  
**Discount:** $0.00  
**Sub Total:** $1,249.00  
**GST:** $113.55  
**Total Tax In:** $1,249.00  
**Less Payments:** $0.00  
**Balance:** $1,249.00