



ROOM HIRE BOOKING REQUEST FORM

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|---------------------------------|--|--|----------------------|--|---------|--|
| COMPANY/ORGANISATION/GROUP NAME | | | | | | |
| | | | | | | |
| NAME OF PERSON MAKING BOOKING | | | CONTACT PHONE NUMBER | | | |
| | | | | | | |
| CONTACT EMAIL | | | BILLING ADDRESS | | | |
| | | | | | | |
| PURPOSE OF ROOM HIRE | | | | | | |
| | | | HIRE DATE | | | |
| NUMBER OF PEOPLE ATTENDING | | | TIME FROM | | TIME TO | |
| ROOM REQUESTED | | | | | | |

Please return form via email or fax (details below). You will be contacted shortly with confirmation or next available times/dates.

Upon confirmation of room hire booking, 48 hours written notice must be given to MACE INC. for cancellation/s or Hirer will be charged an admin fee of one hour room hire.

If you have any other enquiries, please don't hesitate to contact MACE on the number below.

Mansfield Community Education Centre

145-147 High Street, Mansfield VIC 3722

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E: reception@mace.vic.edu.au W: www.mace.vic.edu.au

Office hours: Monday 10am – 4pm & Tuesday to Friday 9am – 4pm