



SPACES FOR HIRE BOOKING REQUEST FORM

Company / Organisation / Group Name

We are Not for Profit / Community Group ~ Please circle YES / NO

Contact Name

Contact Phone

Contact Email

Billing Address

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Room Requested ~ Please circle:

Computer Lab / Bev Close Room / Crawford Room / Bank Room / Board Room / Commercial Kitchen

Purpose of Hire ~ Please describe Eg; Training Purposes, Meeting etc?

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Preferred Hire Date

Preferred Date is flexible? Please circle YES / NO

Duration of Hire (in Hours)

Actual Hire Duration (to and from)

Preferred Times are flexible? Please circle YES / NO

Number of Attendees

Extras I would liked to discuss ~ Please circle

Laptop / Television / DVD Player / Video Conferencing / In-House catering / Exam Supervision Staffing

Additional Information

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Please return form via email, fax or in-person to the MACE centre. 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 for cancellation/s or the Hirer will be charged an administration fee equal to one hour room hire.

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

MANSFIELD ADULT CONTINUING EDUCATION

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reception@mace.vic.edu.au

145-147 High St, Mansfield VIC 3722

Monday 10am - 4pm

Tuesday to Friday 9am - 4pm

