



MACE 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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Space Requested ~ Please circle / highlight:

**Bank Room (half/full) / Board Room / Commercial Kitchen / Small Meeting Room
Co-Working Space / Community Shed (Makers Space / Activity Space) / Workshop & Equipment
Outdoor Storage**

Purpose of Hire ~ Please describe e.g., Training Purposes, Meeting etc.?

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Preferred Hire Date/s

Are preferred hire dates flexible? Please circle YES / NO

Preferred Hire Duration (time from and to)

Are preferred hire times flexible? Please circle YES / NO

Number of Attendees

Extras I would like to discuss

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Please return via email or in-person to MACE. 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 may be charged an administration fee.

If you have any other enquiries, please do not hesitate to contact MACE.