



MEETING ROOM BOOKING FORM

Ph: 9386 2876 Fax: 9383 6705 Em: queries@morelandhall.org
26 Jessie Street, Moreland 3058

NAME OF ORGANISATION _____

CONTACT NAME _____

PHONE NUMBER _____

DATE OF ROOM HIRE _____

TIME HIRE TO COMMENCE _____

If you wish to arrive prior to 8.45am, please let us know so staff are available to let you in to the building.

TIME HIRE TO FINISH _____

REQUIREMENTS:

NUMBER OF SEATS _____

ARE TABLES REQUIRED YES.....NO.....(please circle)

OVERHEAD PROJECTOR YES..... NO.....(please circle)

WHITEBOARD YES.....NO.....(please circle)

ANY OTHER REQUIREMENTS ? Please detail _____

PARKING

Please note that there is no on street parking at the front of the building due to council restrictions. Car parking is available in our car park in Hall Street. Entry is then via the back door of the building.

PLEASE FAX COMPLETED FORM AND PROOF OF CURRENT PUBLIC LIABILITY INSURANCE TO MORELAND HALL ON 9383 6705 ATTENTION: JAN JOLLY