

RELIGIOUS CENTRE GENERAL BOOKING FORM

Contact Details			
Organisation/ Club/Society	MSA Affiliated Y / N		
Contact Name			
Student/Staff ID			
Telephone No.(s)			
Email			
Alternate Contact Name			
Student/Staff ID			
Telephone No.(s)			
Email			
Name & Telephone of Person Collecting Key			
Activity/Function details			
Purpose of Booking			
Date Required			
Time Required	From:	To:	
No of People			
Regular/Continuous Booking (not to be completed if single booking)	From date:	To date:	
Room Requirement		Tick if required	Cost
	Main Chapel (<i>seats up to 450 people</i>)		
	Small Chapel (<i>seats up to 40 people</i>)		
	Narthex		
	Kitchenette		
	G11A		
	Sound/PA System*		
	Data Projector*		
	Laptop*		
	DVD/CD*		
	* Usher Required	\$45per hour (3 hour minimum)	\$135
Instrument Requirements	Organ		
	Piano		
	Harpsichord		
		Total Cost	\$
OTHER: Marquee, Catering, Beverage			
Acknowledgement			
* Regular bookings will not be taken for Semester Breaks and Exam Periods.			
* The Monash University Religious Centre can not be booked on Sundays.			
I acknowledge that I have read the <i>Monash University Religious Centre – Conditions of Hire</i> and agree to abide by it:			
Signature			
Print Name			
Date			

Office Use Only

Due Date/Receipt No.			\$
Date Booking Taken		Initials	
Entered in Calendar		Security list updated	
Conditions of Hire Supplied			

**an usher must be hired if the Sound/PA system is being used*