

RELIGIOUS CENTRE INSTRUMENT BOOKING FORM

Contact details					
Name					
Your relationship to Monash		Student	Staff	Public	<i>(circle)</i>
Student/Staff ID					
Telephone No.(s)					
Email					
Name & telephone of person collecting/returning key					
Instrument hire – Single booking					
Instrument requirements		Tick	Cost		
Organ					
Piano					
Harpsichord					
Date required					
Time required		From:	To:		
Instrument hire – Block booking					
Instrument requirements		Tick	Cost		
Book 13 Pay for 10					
Organ					
Piano					
Harpsichord					
Session	Date	Time	Session	Date	Time
1			8		
2			9		
3			10		
4			11		
5			12		
6			13		
7					
Cost					
		Total cost			
Date paid/Receipt No.		Deposit paid			
Due date/Receipt No.		Balance outstanding			
Acknowledgement					
<ul style="list-style-type: none"> ❖ PAYMENTS ARE REQUIRED WHEN MAKING BOOKING. ❖ Music is not to be played from 12-1pm on weekdays in deference to Daily Mass held at the Small Chapel during that time. ❖ For After Hours Bookings (after 5pm weekdays & all weekend), users are to report to Security & Traffic Office (Bldg 61) and any relevant keys to be collected from them. On completion of activity, Security & Traffic needs to be notified and keys returned to them. 					
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					
Office Use Only					
Date booking taken		Initials			
Entered in calendar		Security list updated			
Conditions of hire supplied		Photocopy supplied			