

Venue Booking Form (External Only)

This form is for external bookings only.

If you are submitting this form electronically, please edit this PDF in Adobe Acrobat with **your text in red**.

Please select venue:

Ramler Room
(Lvl 3, Building S | 30 Persons Max)

OSS Lounge
(Lvl 2, Building S | 30-40 Persons)

Student Lounge
(Lvl 3, Building S | 40-60 Persons Max)

Meeting Room
(Lvl 2 Building S | 6 Persons Max)

Event Details

Event Name:

Date of Event:

No. Persons attending:

Start Time:

End Time:

A/V Equipment Required? (please select) Yes No

Catering – Is your event catered? Yes No

Event Organiser

Name of Department/Faculty/Organisation:

Person Responsible:

Contact Number:

Address (To Invoice):

Hire Agreement Conditions

1. The hirer is required to return the room to its original set up after event.
2. The hirer is required to ensure the room is left clean and tidy or cleaning charge may be incurred.
3. Liable for repair or damage or replacement of equipment caused by negligence of hirer or hirer's representative's event.
4. Notification of cancellation of event less than 48 hours will incur 20% late fee of time of hire.

Please Sign:

Entered by (Staff Only):

Date:

Notes:
