

Monash Conference Centre

EXTERNAL – Meeting Rooms Booking Form

EVENT DETAILS

Date of Event:

Name of Event:

Number of People:

Seating:

Function Room:

Timings: Access..... Finish.....

Commence..... Close.....

CONTACT DETAILS

Contact Name:	
Company Name:	
Address:	
Phone:	(W)
Fax:	(W)
Mobile:	
Email:	

ROOM CAPACITIES

Venue	Boardroom	U Shape	Theatre	Clusters	Classroom
7th Floor					
Boardroom	16	12	N/A	N/A	N/A
Seminar Room 1	24	20	70	25	32
Seminar Room 2	24	20	60	25	26
Seminar Room 3	18	14	40	15	16
Seminar Room 2 and 3	34	30	100	40	50
11th Floor					
Collins Street Boardroom	20	18	N/A	N/A	N/A
Dining Room	12	8	N/A	N/A	N/A
Executive Office	4	N/A	N/A	N/A	N/A

Capacity figures indicated below are based on maximum numbers and may vary depending on your specific requirements

ROOM SET UP

Seating: Boardroom U Shape Theatre Clusters Classroom

Number of People:

Additional Notes:
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Registration Desk YES / NO If so, number of chairs required

EQUIPMENT AVAILABLE

Please Note: Availability of equipment is limited

		Per Day
<input type="checkbox"/>	Electronic Whiteboard	No Charge
<input type="checkbox"/>	Screen	No Charge
<input type="checkbox"/>	Flipchart	\$ 30.00
<input type="checkbox"/>	TV / Video	\$ 50.00
<input type="checkbox"/>	Data Projector	\$150.00
	<i>Supply own Data projector?</i> Yes <input type="checkbox"/>	No Charge
<input type="checkbox"/>	Laptop	\$110.00
	<i>Supply own Laptop?</i> Yes <input type="checkbox"/>	No Charge
<input type="checkbox"/>	Wireless Internet	No Charge
<input type="checkbox"/>	Sound System	
	With Lectern and Microphone <input type="checkbox"/>	No Charge
	Hand Held Microphone <input type="checkbox"/>	\$25.00
	Lapel Microphone <input type="checkbox"/>	\$25.00
<input type="checkbox"/>	Other:	

CATERING

- 1. All Catering to be organized through Monash Conference Centre
- 2. For detailed options and menus available do not hesitate to contact the office on 9903 8000

Food Required:

Service Time

- Breakfast with:
- Morning Tea with:
- Lunch with:
- Afternoon Tea with:
- Cocktail Food with:
- Supper with:
- Dinner with:

Beverages:

- Juice
- Soft Drink
- Tea and Coffee
- Wine
- Beer

Where did you hear about us?

- Internet Search
- Website: Dawsons.com.au
- Venues.com.au
- Venues2events.com.au
- Monash Conference Centre Website
- Yellow Pages
- Word of Mouth
- Attended previous event at our venue

Other (please specify)