

Mayo Education Centre Venue Booking Form



Date(s) required: _____

Contact Name: _____ Contact No.: _____

Company: _____

Course/Seminar Title: _____

Start Time: _____ Finish Time: _____

No. of attendees: _____

Room: Oval Group Boardroom ICT
Please circle (75 max) (30 max) (12 max) (18 max)

Tea/Coffee: Yes No If yes, what time: _____

Lunch: Yes No No. for lunch _____ Time: _____

Please note that a cancellation charge will be incurred if you cancel without giving 24 hours notice in advance. As we use an external catering company, any change to the above numbers for lunch would need to be notified at least 24 hours in advance, otherwise you will be invoiced for the initial number of participants booked.

Room Layout Required: _____

All meeting rooms are equipped with interactive whiteboards and flipcharts.

It is very important that you contact Mayo Education Centre if you have any special requirements regarding mobility or special needs.

Invoice to be sent to: _____

<u>Official Use Only:</u>
Date: _____
Signed: _____

PLEASE NOTE THAT ALL CENTRE VISITORS MUST PARK INSIDE THE CENTRE BARRIER.

Anyone parking on G.M.I.T. College Campus will be clamped. Centre Management will not take responsibility for parking fee for any car, on Centre business, parked outside the Centre grounds. In accordance with the Dept. of Education and Science requirements and procedures we request a letter from you indemnifying Mayo Education Centre and the State against any claims that may arise from your use of the Mayo Education Centre.