# Catholic Leadership Centre

## Request for Venue Hire and Catering

1. Please complete this form to request venue hire and catering at the Catholic Leadership Centre.
2. Email the request form to the Catholic Leadership Centre, Venue Manager, clc@macs.vic.edu.au at least seven (7) days prior to the commencement of your event.
3. The Venue Manager will confirm your proposed dates and times in writing to secure your booking.
4. At the conclusion of the event, an invoice for the venue hire and the catering will be issued.
5. By submitting this booking form you are agreeing to the terms and conditions below

## Event Details

| | |
|---|---|
| Organisation/company name: | |
| Address: | |
| Suburb: | Postcode: |
| Contact name: | Phone number: |
| Email: | |
| Name of event: | |
| Event date(s): | Number of days: |
| Commencing time: | Finishing time: |
| Estimated number of participants: | |

## Event Requirements

| | |
|---|---|
| Number and type of room(s) required: | |
| | |
| Details of equipment requirements and seating plan: | |

| | | | | |
|---|---|---|---|---|
| Morning tea: | Yes | No | Time: | Number of participants: |
| Lunch: | Yes | No | Time: | Number of participants: |
| Afternoon tea: | Yes | No | Time: | Number of participants: |
| Outline of special catering requirements: | | | | |

## Accommodation Requirements (single room with ensuite)

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|---|---|---|---|
| Number of room(s) required: of r | | | |
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