



NORTH EAST MULTICULTURAL ASSOCIATION, WANGARATTA

ROOM HIRE BOOKING REQUEST FORM

Contact Details:

Company/Organisation/Group Name (if applicable)		ABN: (if applicable)
Contact Person		Number of Attendees:
Phone Numbers		
Email		
Billing Address		
Purpose of Room Hire		

Venue/ Room Hire Details:

Room/Venue	Start Date	End Date	Start Time	Finish Time	Cost/Donation
Suite 4					
Suite 4					
Suite 4					
Suite 4					

Type of Event:

Meeting Training/Workshop Fundraising Party Other _____

Please return form via email or drop off at the office (details below). You will be contacted shortly with the confirmation or next available times/dates.

We will require a copy of the driving licence (essential), Public Liability Insurance, Certificate of currency (if applicable).

I am the nominated individual responsible for ensuring that the spaces are left in the condition which they were hired.

Note: Suit 4 Hiring Charges: first hour \$50 and from second hour and so \$35/hour

Signature: Date:

Suite 3 & 4, 90-100 Ovens St, Wangaratta, Victoria, 3677

T: (03) 5721 5490 M: 0477 995 306

E: nema@nema.org.au

Office Hours: Monday to Wednesday 9am-3pm & Thursday-Friday 9am-5pm On Call/Appointment