

GENERAL MEETING REQUEST

Company/Organisation Making Request	
Principal Contact	
Phone Number	
Email	
Nature of meeting/Activity	
Date Requested	
Meeting Time	
Meeting Address & Location	
Number of BLCAC Representatives Requested (if applicable)	
Meeting Fee (as agreed with BLCAC)	\$
Other Information	

Billing Details

Any cancellations received within 48 hours of the proposed start time will be invoiced at the full fee. Please ensure that all billing details are complete and correct. The provision of incorrect details will result in invoices being redirected to the person making the request. By submitting this booking form the person making this request agrees to the associated fees and terms and conditions. Please send completed booking form to bookings@bunuronglc.org.au or contact the office on (03) 9770 1273 for anything relating to alterations, postponements, cancellations, confirmations or changes to invoicing details.

Organisation	
Contact Person	
Address	
Email	
Phone Number	
Purchase Order No. (if applicable)	