Room Choice

[ ]  Marjorie Black Community Room (seats 60)
[ ]  Daphne Gum Quiet Room (seats 10)

***Please note that the entrance to both rooms is via the SACOSS Staff car park off Young Street.***

***SACOSS is fully accessible, and all rooms are fitted with heating and cooling facilities.***

**Hirer Details & Details for Invoice**

Contact Name

Organisation

Postal Address

Email Address

Telephone       Mobile

[ ]  I have read and accept the Terms and Conditions of hire

Signed

**Booking Details**

Day/s & Date/s

Start Time       Finish Time

***Start and finish times must include all set up and pack down. Additional charges may apply if the room is not vacated by the nominated finish time, or left in an unacceptable state. Please see Terms & Conditions for more details.***

Name and number of contact personon the day:

**Equipment included in hire costs:**

Flat screen television, data projector & screen, laptop, Panaboard, lectern, flipchart easel (hirer to supply paper & pens), hearing loop, kitchenette with microwave, bar fridge, urn, mugs and basic cutlery

***Please note Daphne Gum Quite Room equipment is limited to: flat screen television, flipchart easel (hirer to supply paper & pens),***

Note: ONE visitor car park is available per room on the day of hire