

Northern Sydney Education & Conference Centre (NSECC)

Room Booking Form

Name of Event			
Day & Date			
Customer/Company Name			
Contact Person			Phone
Email Address			
Cost Centre Number <small>(NSLHD Clients Only)</small>			
Room No.	No. Attending	Start/Finish Time	
		From	To
Room Set-up			
Boardroom	Theatre Style	Café Style	
Open End Rectangle	Curved U-Shape	Classroom	
Equipment for Hire		Online Participation	Apple Mac Laptops
Laptop		Presenters	Do you intend to use an Apple Mac to present content?
Microphone & Speaker		Participants	
Catering Required	Yes	No	Yes No
Payment Details			
Company Name			
ABN			
Person Responsible for Payment			
Contact Number			
Email Address			
Mailing Address			

Once completed, please email to: james.monaghan@health.nsw.gov.au



Northern Sydney
Local Health District

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0402 289 699

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