

# Northern Sydney Education & Conference Centre (NSECC)

## Room Booking Form

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

Once completed, please email to: [james.monaghan@health.nsw.gov.au](mailto:james.monaghan@health.nsw.gov.au)



Northern Sydney  
Local Health District

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0402 289 699

 [james.monaghan@health.nsw.gov.au](mailto:james.monaghan@health.nsw.gov.au)