

## GENERAL MEETING REQUEST

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

## 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](mailto: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.

<b>Organisation</b>	
<b>Contact Person</b>	
<b>Address</b>	
<b>Email</b>	
<b>Phone Number</b>	
<b>Purchase Order No. (if applicable)</b>	