

Venue and Facilities Booking Form

Before completing and submitting this form (v5. 2022), please read the venue and facilities booking details [HERE](#). Contact the Society on (03) 6234 4133 or info@lst.org.au.

Contact details

First Name	Last Name		
Organisation	Position		
Contact number	Email		
Are any Society member/s attending?	Yes Please contact the Society. <input type="radio"/>	No <input type="radio"/>	

Booking details

Location/Format	Room/s	Date/s required	Booking start time	Booking finish time
28 Murray Street (Hobart)				
U1 Council Room	<input type="checkbox"/>			
D1 Boardroom	<input type="checkbox"/>			
D2 Training Room	<input type="checkbox"/>			
Staffordshire House (Launc)				
U1 Boardroom	<input type="checkbox"/>			
U2 Meeting Room	<input type="checkbox"/>			
D1 Meeting Room	<input type="checkbox"/>			
D2 Meeting Room	<input type="checkbox"/>			
Livestreamed only	<input type="checkbox"/>			

Number of participants We agree to supply final numbers at least 2 business days prior to the event.			
Food delivery	We will have food delivered We understand that we supply our own and agree to contact the Society to confirm timing for set up purposes.	Yes <input type="radio"/>	No <input type="radio"/>
Coffee, tea + juice	We require liquid refreshments at \$3.00pp We agree to contact the Society to confirm timing for set up purposes.	Yes <input type="radio"/>	No <input type="radio"/>

AV/IT facilities + support	We require AV/IT facilities + support We agree to contact the Society to confirm AV/IT requirements.	Yes <input type="radio"/>	No <input type="radio"/>
AV/IT Facilities Policy + Support Policy We state that we have read, and agree to, the AV/IT Facilities +Support Policy (HERE).		Yes <input type="radio"/>	N/A <input type="radio"/>
AV/IT requirements - please list See venue AV/IT facilities as a guide. By default the Society supplied a laptop.			
Special requests + further comments			

Terms & Conditions By submitting this booking we state that we have read, and agree, to the venue and facilities hire terms & conditions (HERE) and the conditions of entry to all Society premises (HERE).	Yes <input type="radio"/>
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Payment details

Preferred payment method			
Internal Use Only Society staff contact for booking	Booking Date	Transaction Date	Invoice No.