

Level 5 Nursing Allied Health Education Research Centre (NAHERC) Venue Enquiry Form

(with physical distancing) updated 01.12.20

Booking Details

Contact Name (main contact for event)	
Department Name	
Phone number	
Email	

Event Name	
Number of attendees: minimum and maximum (VERY IMPORTANT)	
Date: pls specify	
Time (Start / Finish)	
Set up Time	
Pack down Time	

Check room availabilities at: Public Folders \All Public Folders\Campuses\Royal Melbourne\ Nursing and Allied Health Education and Research Centre

Room Requirement (please tick)

LEVEL 5 (L5) NAHERC		
	Room Name	Room Capacity
<input type="checkbox"/>	Meeting Room 1 + 2	24 (combined total)
<input type="checkbox"/>	Tutorial Room 3	6
<input type="checkbox"/>	Tutorial Room 4	8
<input type="checkbox"/>	Tutorial Room 5	8
<input type="checkbox"/>	Consulting Room 7	1

Catering required (please tick)

<input type="checkbox"/>	Yes	(use separate catering form to order)
<input type="checkbox"/>	No	

Important notes for all bookings:

1. Designated fire warden (meeting organiser/presenter) must be appointed in case of emergency for all bookings
2. List of meeting attendees must be emailed to rmhfunctioncentre@mh.org.au after each meeting for contact tracing
3. Room capacity limits must be adhered to – DO NOT REMOVE CHAIRS
4. Room and all equipment to be cleaned/sanitised **before & after** your meeting. Please provide your own sanitising equipment. Function Centre can provide this service for a \$50.00 cleaning fee (see below).
5. All non-MH Bookings attract room hire fees (contact for quote)

Cleaning/sanitising required (please tick)

<input type="checkbox"/>	Yes	Cost centre details:
<input type="checkbox"/>	No	

Additional Comments:

Please email completed form to: rmhfunctioncentre@mh.org.au