



Maitland Regional Art Gallery Hire Booking Form

Phone enquiries: (02) 49349859

To book:

Please complete and return to:

Maitland Regional Art Gallery
 PO Box 220
 Maitland NSW 2320

or Fax: (02) 49331657

or email the cut and pasted form to: kimb@maitland.nsw.gov.au

N.B. Use of this form does not guarantee a booking - MRAG will advise on venue availability. Final booking confirmation from you is required 7 days prior to the function to secure venue hire.

CLIENT DETAILS						
Event coordinator						
Address						
Telephone				Fax		
Email				Mobile		
BOOKING DETAILS						
Event description						
Any equipment requirements (please note this could incur additional fees)						
Date of event	/	/	Start time		Finish time	
Venue	Gallery One					
Event type	Lecture		Reception		Other	
FEES	Standard Fee \$150 + GST per hour	Members Fee \$100 per hour + GST per hour		Cleaning fee \$40		
Total fees						
ATTENDEES Please indicate below the number of attendees						

CLIENTS ACCEPTANCE

The above details are correct I will advise of final guaranteed numbers and confirm that the venue will be cleared of catering equipment and refuse before vacating the premises.

Name.....

Signature.....

Date/...../.....