# BOOKING REQUEST FORM

PLEASE COMPLETE THE FOLLOWING DETAILS

Organisation | Department (if applicable)

Work Address:

Postal Address (if different from above):

Booking Contact Name: | Contact Phone Number:

Contact Mobile Number: | Contact Fax Number:

Contact Email Address:

Accounts Contact: | Accounts Phone Number (Required):

* Please complete separate request forms for each individual sports/booking contact or if you require separate invoices

| Court Type e.g. Squash | Quantity | Day | Date | Start | Finish | Approx Attendance | Equipment e.g. racquets, balls |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

If your booking can be accommodated a "Confirmation Letter" will be sent out prior to the commencement of your booking, alternatively you will be contacted to discuss alternate arrangements if court space is unavailable

Please forward all booking requests to either:


**Amanda Reid**
**SSCT Event & Bookings Coordinator**
Box 1, Aughtie Drive
Albert Park, Victoria, 3206
Phone: (03) 9926 1512
Fax: (03) 9926 1589
Email: amandar@ssct.com.au

**Anna Barker**
**SSCT Event & Bookings Supervisor**
Box 1, Aughtie Drive
Albert Park, Victoria, 3206
Phone: (03) 9926 1511
Fax: (03) 9926 1589
Email: annab@ssct.com.au


How did you hear about us?

☐ Regular Visitor (area):_____ ☐ Referred by Friend ☐ Flyers/Brochures
☐ External Publication (please specify): _____ ☐ MSAC Website
☐ MSAC Newsletter ☐ Yellow Pages Online / Print (please circle) ☐ Other: _____


**Melbourne Sports & Aquatic Centre**
**Aughtie Drive, Albert Park, Victoria 3206**
**(ph)9926 1555 (w)www.msac.com.au**