



Mission Arts Request for Workshop / Activity Booking Form

Contact Details		(Office Use only)Booking confirmed by:		Date:	
Name of individual / group or organisation :					
Contact person					
Contact details		Phone:		Mobile:	
		Email			
Booking Details					
Dates		From:		End:	
Times		Start:		End:	
Type of activity (<i>i.e. Workshop etc.</i>):					
Brief description of activity					
Space required:		Gallery space (Pod 2)	Undercover/workshop areas	Verandah	Pottery Shed
Estimated number of people					
Equipment required		Tables <i>number -</i>	Chairs <i>number -</i>	Data screen and projector	
Other requests		Whiteboard	TV (no DVD – memory stick required)	Easels <i>number -</i>	
Catering					
Own catering?					
<i>Supply catering details</i>					
Completed Venue Hire form attached: YES / NO					

******Place form into Administration Folder******

***Administrator to advise Workshop Committee for approval ***

Workshop Committee Co-ordinator to follow up with applicant to advise approval status and complete Workshop Checklist including Venue Hire Costs*

**Upon completion of Workshop - all forms to be placed in Administration Folder **

Administrator to scan to relevant Workshop file

This form to be filed after scanning