

Internal Bookings - Djerring Flemington Hub

Form Preview

Booking Form - Community Facilities

* indicates a required field

Application Timeline

We require a minimum of 5 **working days** to process your booking application from the day of submission.

For bookings needed with less than 10 working days notice, please email flemingtonhub@mvcc.vic.gov.au to discuss availability

Contact Details

Contact Name *

Department *

Phone Number *

Email *

Booking Details

Event Name *

ie Christmas carols, Remembrance day, Department meeting, Immunization session

Booking Start Date *

End Date

Must be a date.

On the Day Contact *

Mobile *

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Expected Attendance Number *

Booking Start Time *

Including set up or bump in

Booking End Time *

Including pack up and bump out

Is room set up required? If so, please add the details of your requirements. Please note: there is an additional \$50 per hour room set up fee. Please add more time to your booking to allow for set up and pack down if you wish to do this yourself *

Word count:

Special Requests

Cost Centre & Activity *

Must be a number.

Once received you will be contacted with details of an appropriate room for your booking type and specific fees.

If you require out of office hours access for your booking, the Flemington Hub team will contact you with details at least one week prior to your booking date.