



OLD SCOTCH
COLLEGIANS
ASSOCIATION

OSCA Clubs and Societies | Booking Request Form

Name of Club or Society:

Date:

Your name:

Email:

Phone:

****All bookings must be submitted 3 working days prior to your event.**

BOOKING CONTACTS:

Please nominate two booking contacts who will be present throughout each booking.
These contacts will be the primary point of contact should an emergency arise.

Contact 1 Name:

Email:

Phone:

Contact 2 Name:

Email:

Phone:

DATE List each date	START TIME	FINISH TIME	REASON FOR USE Eg – training, matches, meeting, event	FACILITIES REQUEST Eg – name of oval, toilets, change rooms, Donaldson Room etc	ADDITIONAL REQUESTS Eg – AV required, guest wifi password,

Please submit this form to oscanet@scotch.vic.edu.au | Enquiries: (03) 9810 4359

AFTER HOURS EMERGENCY INFORMATION:

1. Dial 000 for emergency services
2. Guard Duty Phone 0401 776 319