

Westmead Education and Conference Centre Event Booking Form

WECC Contact Details:

Office Phone: 8890-7216 or 8890-6910
Email (Bookings): WSLHD-WECC@health.nsw.gov.au

Your Event Details

NAME OF EVENT	DATE OF EVENT
CONTACT NAME	CONTACT PHONE/MOBILE
EMAIL ADDRESS	COST CENTRE (WSLHD GROUPS) ABN (EXTERNAL GROUPS)
POSTAL ADDRESS (EXTERNAL GROUPS)	
START TIME (HH:MM)	FINISH TIME (HH:MM)

Your Event Requirements

Number of People Attending

Do you require registration tables?

Do you require display tables?

Will your Event be catered?

Do you require catering tables?

Organizing the catering, set-up and clean-up is the
Responsibility of the group hosting the event.

Your Technological Requirements

Do you require microphones?

Is a laser pointer required?

Will you be using your own equipment (eg laptop)?

Do you require a laptop, projector, audio-visual equipment, video conference equipment?