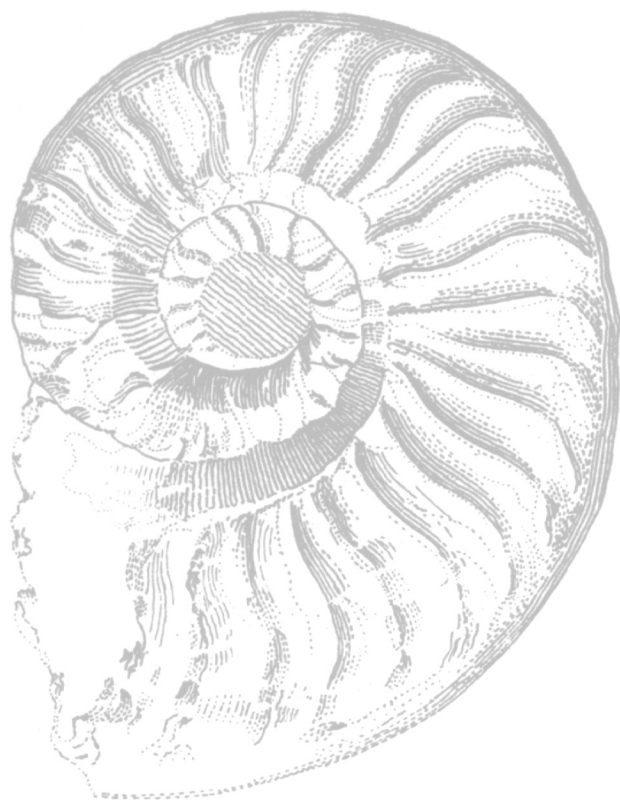


## How to Book an Event



**Online Bookings** Make your booking online at [www.mavic.asn.au/events](http://www.mavic.asn.au/events) to receive instant confirmation and a receipt. Alternatively, you can complete this booking form.

**STEP 1** Fill out all sections of the Events Booking Form - make sure your contact details are up to date.

**STEP 2** Getting the form to Museums Australia (Victoria). You have two options:

**Mail** – send your completed form together with your payment to:

Museums Australia (Victoria)  
PO Box 385, Carlton South, Victoria 3053

**Fax** – your completed enrolment form to (03) 8341 7333

If you do not have confirmation in three working days, please ring (03) 8341 7344 or Regional Freecall 1800 680 082 to confirm that the fax was received.

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### Cancellation Policy

You can name a substitute for your booking without charge if you let us know three working days before the event. Cancellations in writing (includes email and fax) must be received at least five working days before the event before we will refund a fee, less \$20 for administrative costs.

### Access

Events take place at different venues with variations in access. Please check with the venue prior to the event if you have special needs. A registered carer can attend MA (Vic) events under the same ticket of a member or guest if notice is given at the time of booking. If you have parking enquiries please call the venue.

### Free Events

Museums Australia (Victoria) strives to keep costs low and provide free events where possible. Please treat free events with the same courtesy as paid events. It is important that you make a booking and give at least five working days notice if you cannot attend. Free events cannot be attended without a booking.

- Museums Australia (Victoria) makes every effort to ensure that the information supplied is correct at all times.
- Museums Australia (Victoria) reserves the right to change schedules, locations, fees, and speakers when necessary. All attempts will be made to notify enrolled participants of changes.
- Museums Australia (Victoria) does not share information provided with any external bodies.
- The Museums Australia (Vic) ABN is: 83 048 139 955

# Events Booking Form

This form allows you to make bookings for any number of participants at MA (Vic) events. Keep it as a master page and then fax or mail a copy of this form.

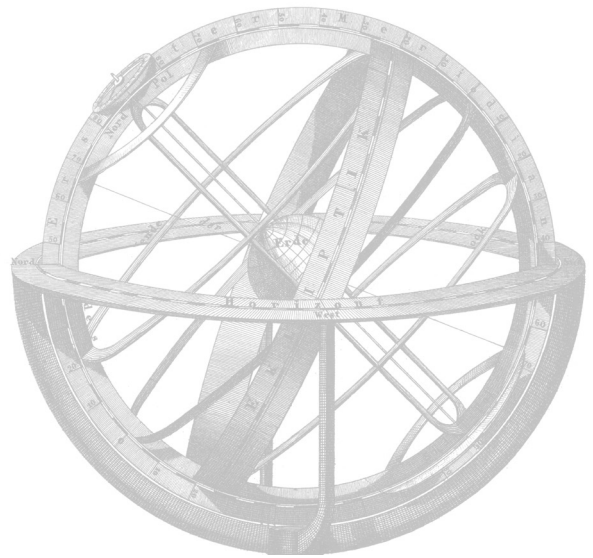
## MAIL BOOKING FORMS TO:

Event Bookings, Museums Australia (Victoria)  
PO Box 385, Carlton South, Victoria 3053

## FAX BOOKING FORMS TO: (03) 8341 7333

All bookings will be acknowledged with a receipt via email or post as confirmation of attendance. Payment must accompany this form. Cheques to be made out to Museums Australia (Victoria) and mailed with the form to the above address.

**ONLINE BOOKINGS:** available at: [www.mavic.asn.au/events](http://www.mavic.asn.au/events)



## PARTICIPANTS

Name 1 \_\_\_\_\_

Institution \_\_\_\_\_

Position Title \_\_\_\_\_

Name 2 \_\_\_\_\_

Institution \_\_\_\_\_

Position Title \_\_\_\_\_

Name 3 \_\_\_\_\_

Institution \_\_\_\_\_

Position Title \_\_\_\_\_

## DETAILS

Mailing Address \_\_\_\_\_

Post Code \_\_\_\_\_

Phone (Mobile) \_\_\_\_\_

Email \_\_\_\_\_

Dietry Requirements/ Special Requests \_\_\_\_\_

Are you, or is your institution a member of Museums Australia

No  Yes Membership No.\* \_\_\_\_\_

\*Please note that if you do not provide your membership number you will be charged the full rate. Please call the national office of Museums Australia on (02) 6230 0346 if you need to check your membership details.

## EVENT

Title \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Organisational Member \_\_\_\_\_

Individual Member \_\_\_\_\_

Associate/Non-member \_\_\_\_\_ Total \$: \_\_\_\_\_

## METHOD OF PAYMENT (please tick)

Cheque/Money Order  Credit Card

*Please make cheques payable to Museums Australia (Victoria)*

**Credit Card Details** (not American Express or Diners Club cards)

Bankcard  Mastercard  Visa

Name on Card \_\_\_\_\_

Credit Card No \_\_\_\_\_

Expiry Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Signature \_\_\_\_\_

How did you find out about this event? (please tick)

Our weekly e-Bulletin  Our website  INSITE

Our Annual Program  Colleague  MA Staff

Arts Hub

other (please specify) \_\_\_\_\_