

David Braley Health Sciences Centre

Room Booking Request Form

100 Main Street West, Hamilton ON L8P 1H6

Email Requests To: mhcroombooking@mcmaster.ca



Inspiring Innovation and Discovery

PLEASE CHOOSE ONE:

Internal/Academic

City of Hamilton – Public Health

External/Non-Academic

City of Hamilton – Other Departments

MSU Student Group

*If a registration fee is being charged the event will be considered external for billing purposes.

Contact Information	
First & Last Name:	
Department:	
Program:	
Phone:	
Email:	
Billing Address:	
Event Information	
Event Name:	
Date:	
Setup Time:	
Start Time:	
End Time:	
Room Preference:	
Amount of people:	
Catering/Setup Information	
Available for rent: 8x4" tables, 4x6" tables and 100 chairs	
Catering Company:	
Arrival Time:	
Pickup Time:	
Catering tables:	
Cocktail Tables:	
Setup of tables:	

Audio Visual Requirements

(If not specified you may not be able to use equipment on the day of your booking)

- Zoom
- Video Conference
- OTN
- Teleconference
- Screen & Projector
- Sound System/Mics (2032 only)

Other Av Comments:

Office Use Only