

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

Account number:

MAC01_____

☐ External/Non-Academic

☐ MSU Student Group

☐ City of Hamilton – DBHSC Public Health

☐ City of Hamilton – Other Departments

*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:	
Catering tables:	
Cocktail Tables:	

****Setup time must include when any deliveries (catering or rentals) need to be made and this is the time the doors will electronically unlock.**

Sketch/Notes of Room Setup:

FOR 2032 please indicate bleachers to be setup or put away

FOR 2035/2036 please indicate if the wall should be down for 2 rooms or up for 1 large room

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**