museums
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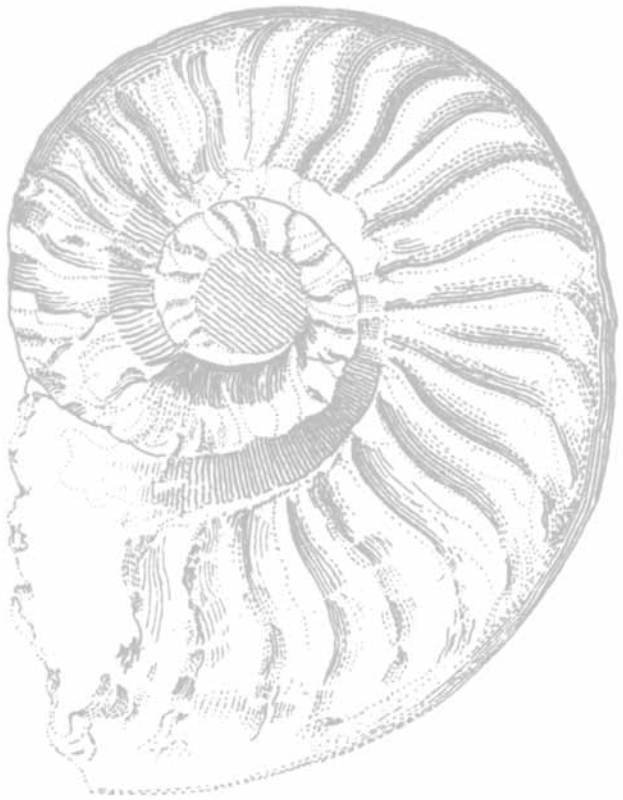
How to Book an Event



Online Bookings are now available. Make your event booking online at 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.

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.

Free Training
Selected workshops are free for people from community museums to attend, thanks to the Museums Australia (Victoria) partnership with Heritage Victoria. Bookings are still required. To check your eligibility please visit the 'Events and Training' section of the MA (Vic) website at: www.mavic.asn.au/events

- Museums Australia (Vic) makes every effort to ensure that the information supplied is correct at all times. Museums Australia (Vic) reserves the right to change schedules, locations, fees and tutors when necessary. All attempts will be made to notify enrolled participants of changes.

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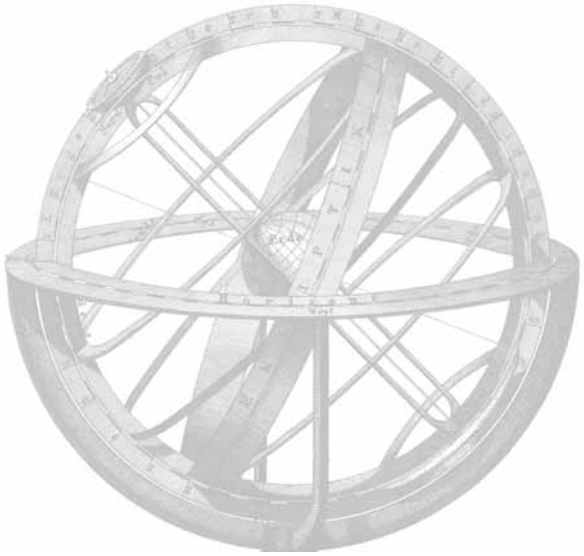
Events Booking Form

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

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

O No O 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) 6273 2437 if you need to check your membership details.

EVENT

Title

Date Time

Number of Participants:

Gold/ Institutional Member

Silver Member

Associate/Non-member Total $:

METHOD OF PAYMENT (please tick)

O Cheque/Money Order O Credit Card

Please make cheques payable to Museums Australia (Victoria)

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

O Bankcard O Mastercard O Visa

Name on Card

Credit Card No | | | |

Expiry Date Amount $

Signature

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

O Our email Weekly Bulletin O Our website O INSITE

O Our Annual Program O Colleague O MA Staff

O CAN-events O Arts Hub

other (please state)