



Circular 113:17

Date: 24th August 2017

Subject: MRC Room Bookings

Attention: Club Chairs, Club Administrators

Action: Email bookings@lifesaving.org.nz to make a room booking

Circulars are available at: <http://lifesaving.org.nz/lifesaving/lifesaving-operations-circulars/>

For all future room bookings required at Marine Rescue Centre, please email to bookings@lifesaving.org.nz attention Vorng.

In the email requesting the booking please state

- Your name and what club the booking is for.
- Whether the booking is for a meeting/course or seminar.
- Day and Date.
- Duration of the meeting, start and finish time.
- Bookings to be requested 2 weeks in advance.

For any queries relating to room bookings please do not hesitate to contact me at bookings@lifesaving.org.nz

Vorng Nhem
Office Manager

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