



MONASH CLUB BOOKING PROCESS

Long Room and Club Lounge lunch bookings can be made online via the link on our website, email, or over the phone.

For all event or room booking inquiries, please email us at monash.club@monash.edu. We endeavour to respond promptly, though during peak periods this may take up to 48 hours. If the matter is urgent, simply state that in the subject matter or give us a call. Please note that bookings made via voicemail are not valid unless you receive a return call or email.

To secure event or room bookings, please provide a title for the booking and either the Cost Centre and Fund or Credit Card details. We will send you a booking reminder two weeks prior to your event and a final confirmation one week prior to finalise all details.

We ask for catering orders and any dietary requirements to be confirmed one week prior to your event however you are able to make minor alterations 48 hours (business days only) prior.

We offer a complimentary 15 minutes early access to your allocated area however any earlier must be prearranged with our Event Coordinator. At the conclusion of your event, either the Cost Centre and Fund or Credit Card supplied will be charged. If you require a tax invoice please email monash.club@monash.edu.

Cancellation within 14 days will incur 25% of the minimum spend fee. Cancellation or rescheduling within 7 days will incur 50% of the minimum spend.

Cancellation or rescheduling within 48 hours of the event will incur a minimum spend fee. Fees will apply for access to the space prior to or post the booking time.