Faculty of Commerce and Economics Apartments  
32 High Street, Randwick  

BOOKING REQUEST FORM

Booking Requested by:  
Name: __________________________ Date: ________________  
School/Unit: _______________________ Ext: __________ Email: ________________

Guest Details:  
Please note: The Faculty has a policy of no children under the age of 5 due to safety reasons  
Name of Guest/s: __________________________  
No. Adults: __________ No. of Children: __________ Ages: ________  
Arrive Date: ________________ Departure Date: ________________  
Approx arrival time: (Check-in time: 9:00am)  
Approx Arrival Date: (Check-out time: 11:30am)  

Confirmation of arrival and departure dates must be supplied within 5 working of bookings

Method of Payment:  
Rental payments will be made by:  
☐ Guest  
☐ School/Unit  
Fund: __________________________  
Dept Id: __________________________  
Project No.: __________________________  

Rental payment: 2005 - $450 per week (or $64 per day)

Other Comments/Requests:  
______________________________

Please contact our office prior to the arrival date to organise the collection of the Unit’s keys

Please return to:  
FCE Facilities Office  
Dean’s Unit  
Room 2058, Level 2  
Quadrangle Building  
Email: fce_facilities@unsw.edu.au