



Potential Suppliers List - updated June 2007

Content	Page Number
Clothing Printing Companies	2
Banner Printing Companies	3
Book Binding Companies	3
Printing Companies	4
Amusement Hire Companies	6
Marquees Hire Companies	6
Office Equipment	7
Sound Equipment	7
Marketing Items	7
Butchers	8
Bakers	8
Alcohol	8
Other Food	9
Transport Companies	9
Camp Sites (website only)	9
Function (Ball) Venues	10
Useful Websites	10
Services Available in C&S	11
Services Available in the MSA	12
How to Make Poster Glue	12

Notes:

The following list of companies have either been used by a club or msa department and been recommended by that group or have been placed on the list so that you can obtain the obligatory 3 quotes.

If you use a company on this list and the service was not up to standard or you have used a company not listed on here then please send an email to: msa@adm.monash.edu.au

We would love to keep this list as up to date as possible but can only do that if you recommend companies. Please note that these companies are not Preferred Suppliers and you must still obtain 3 quotes for all jobs as per standard msa regulations.

Clothing Printing Companies i.e. T-shirts, polo shirts, jumpers, headwear

Helpful Notes:

- When asking for quotes on clothing garments you should request **Fairwear** or **No Sweat Shop** Garments.
- You should also try and request 100% Australian made garments
- It's a good idea to ask the companies how long they will keep the plates/artwork for – just in case you want to get a another batch done later.
- Ask what format they want the artwork in when you request a quote

Company Name	Contact + Phone	Address	Web + Email	Comments and Previous Work in MSA or Clubs
Qualitops	9417 7288	466 Smith St Collingwood 3066		<ul style="list-style-type: none"> • 100% Aussie Made + Fairwear Garments • MSA Shirts '06 • Cheap for large amounts • Be careful of their sizes
Absolute Promotional Products	Karin Lewit 9555 8355	10/148 Chesterville Rd Moorabbin 3189	karin@epoque.com.au	<ul style="list-style-type: none"> • MSA Activities '06 • Host Scheme '06
Mr Tee Shirts	Luke 9587 3900	17 Spray Ave Mordialloc 3195	www.mrteeshirts.com.au sales@mrteeshirts.com.au	<ul style="list-style-type: none"> • Very quick with quotes and quite cheap • Made C&S '05 shirts • Has a huge range of shirts to choose from including bonds
The Tee Shirt Company	Shirley 9354 1053	93 Kent Road Pascoe Vale 3044	www.teeshirt.com.au	<ul style="list-style-type: none"> • Very cheap t-shirts
Prima Wear	Tony 9387 5222	5 Cross Street Brunswick East 3057	www.primawear.com.au tony@primawear.com.au	<ul style="list-style-type: none"> • 100% Australian Made
Blue Gum Clothing	Russell 9843 5555	22 - 26 Joseph Street Blackburn North 3130	www.bluegum.com.au russell@bluegum.com.au sales@bluegum.com.au	<ul style="list-style-type: none"> • MUGS used in 2005 + had major issues with company. • MUGS recommend clubs use do not this company. • Richardson Hall used in 2005 and 2006
Novel Tees	9532 4336	815 Glenhuntly Road Caulfield South 3162	www.ntees.com.au products@ntees.com.au	<ul style="list-style-type: none"> • Very quick with quotes • Activities '05

Banner Companies i.e. Outdoor tarp banners, pull up banners

Helpful Notes:

- Make sure you ask what format the company requires – banner companies usually require very specific artwork
- Think about how you are going to hang your banner – ask for rope and eyelets so you can attach it
- The new pull up banners are excellent and very portable

Company Name	Contact + Phone	Address	Web + Email	Comments and Previous Work in MSA or Clubs
Quicksmart Signs	Evan Giles 1800 815 166 9543 3000	344 Ferntree Gully Road, Notting Hill 3168	www.australiasigns.com.au	<ul style="list-style-type: none"> • Very cheap • Online quotes • Detailed website with lots of images • MSA '06 pull up banner • Just around the corner from Uni
Melbourne Signage Concepts	Cameron 9429 9458	40 Appleton Street Richmond 3121	www.melbournesignageconcepts.com.au cameron@melbournesignageconcepts.com.au	<ul style="list-style-type: none"> • TREV '06 pull up banner
Kelmatt Australia	Kel Clarke 9763 8522	36 Jellico Drv Scoresby 3179	www.kelmatt.com.au	<ul style="list-style-type: none"> • Supply the actual banner so you paint your own
Selby's Banners, Flags & Marquee's	Marc Selby 9706 4755	30- 36 Mark Anthony Drv Dandenong South 3175	marc@selbys.net	<ul style="list-style-type: none"> •
Multi Art Printing	Leon 9329 3833	33 Racecourse Rd North Melbourne 3051	www.multiart.com.au info@multiart.com.au	<ul style="list-style-type: none"> •

Book Binding Companies

Company Name	Contact + Phone	Address	Web + Email	Comments and Previous Work in MSA or Clubs
Law Bindery	Chris 9523 6026	802 -804 Glenhuntly Rd Caulfield South 3162	www.whiteslaw.com.au production@whiteslaw.com.au	<ul style="list-style-type: none"> • C&S gets its minutes bound here
Apollo Moon Book Binders	9763 2299	7 Macro Crt Rowville 3178	www.apollo-moon.com.au enquiries@apollo-moon.com.au	<ul style="list-style-type: none"> •
Academic Bookbinders	David 9558 9664	Unit 142/ 45 Gilby Rd Mt Waverley 3149		<ul style="list-style-type: none"> •

Printing Companies i.e. Posters, Booklets, Post Cards, Stationery

Notes:

- Ask for a **recycled paper** – there is a huge amount of good quality recycled paper on the market at the moment – all you have to do is ask
- Full colour printing (called officially 4 colour process off-set printing)
- You can also get 2 colour process or even 1 colour (these options are usually cheaper)
- There is also digital printing which is four colour but is generally not as high a quality
- When asking for a quote you should state:
 - a. material you want to use (i.e 100% Australian Made recycled Paper)
 - b. weight of paper GSM (the higher the GSM the heavier the paper – normal paper is 80gsm)
 - c. Colour Format (4 colour, 2 colour Digital)
 - d. finishing (any special requirements like folding, stapling, binding etc)

Company Name	Contact + Phone	Address	Web + Email	Comments and Previous Work in MSA or Clubs
Waterwheel Press	Dehne 5852 1533	PO Box 404, 287 Allan St Kyabram 3620	wwheel@mcmmedia.com.au	<ul style="list-style-type: none"> • MSA Activities posters '06 • Student Theatre '06 • Shakespeare Society '06 • Orientation Poster '06
Company Specialties: Posters (press sizes are A3 and A2, colours, spot or 4 colour), brochures, postcards, stickers, business cards, general stationery, handbooks, magazines saddle stitched, perfect bound.				
Print Bound	Mark Randles 9894 1533	8 Apollo Court Blackburn 3130	mrandles@printbound.com.au	<ul style="list-style-type: none"> • MSA Culture Card Posters 2006
Company Specialties: Excellent environmentally responsible papers go to: www.cleangreenprint.com for more information				
Paterson York Press	Yvonne 9429 8999 or 0409 945 906	1-9 Doonside St, Richmond 3121	patyork@vicnet.net.au	<ul style="list-style-type: none"> • MSA '06 Wallplanner
Company Specialties: Brochures, leaflets, flyers, posters, newsletters, postcards, wallplanners				
EGO Print	Lindsay 9544 6660 or 0400 500 106	31-37 Howleys Rd Notting Hill 3168	lindsay@egoprint.com ego@egoprint.com www.egoprint.com	<ul style="list-style-type: none"> • MSA Orientation Postcards '06 • Short Courses Brochures '05 and '06
Company Specialties: Very competitive on large jobs				
MPD	Rosalba 02 8898 1200	Unit E1, 46-62 Maddox St Alexandria NSW 2015	sales@mpd.com.au	<ul style="list-style-type: none"> • Lots 2007 • 2007 Open Day Guide
Lots Wife 2007 Newspaper Printers – Very cheap				

Printing Companies Continued...

Company Name	Contact + Phone	Address	Web + Email	Comments and Previous Work in MSA or Clubs
Prism Print	Keith Haggett 9729 8999 or 0405 533 703		prismprint@primus.com.au	•
Company Specialties:				
Monash Print Services	Keith Allen 9903 2213	Rm 104, Building C, Monash University, Caulfield Campus,	Keith.Allen@adm.monash.edu.au www.monashprintonline.monashuni.com	•
Company Specialties: All types of printing on card and paper – business cards, postcards, leaflets, brochures, handbooks/saddle stitched books. Uses only environmentally responsible paper				
Brougham Press	Bill Dobson 9729 4488	33 Scoresby Road Bayswater 3153	broughampress@bigpond.com	• Very quick with quotes, Lot's Wife have used
Company Specialties:				
Eastern Press	David 9561 8200 or 0418 100 662	37-39 Glenvale Cres Mulgrave 3170	www.epress.com.au dchaplin@epress.com.au	• 2004 Green Week Guide • 2004 MSA Wallplanner.
Company Specialties: Cheap for large quantities				
Glen Huntly Printing Works	Laurie 9571 4955 0408 755 850	1110-1114 Glenhuntly Rd Glen Huntly 3163	laurie@gpw.com.au	• MUST has used in 2006
Company Specialties:				
Mystique Print	9764 9489	Fact 4/3 Hi Tech Place Rowville 3178	www.mystique.com.au	• Produced the 2004 Club Handbook
Company Specialties: Full Colour brochures, newsletters, posters (up to A2), stationery - 1, 2, or 4 colour, presentation folders and any marketing material				
Bronwyn Clark	0401 004 531		ambac@optusnet.com.au	• Short Courses Contact
Tickets On Demand	9533 0002	PO Box 2077 Caulfield Junction 3161	www.ticketsondemand.com.au	• Activities uses to print all tickets • Very cheap and fast service

Amusement Hire Companies

Company Name	Contact + Phone	Address	Web + Email	Comments and Previous Work in MSA or Clubs
Smart Amusements	D Tilley 9555 6606	Unit 15d 56 Keys Rd Cheltenham 3192	www.smartamusements.com.au admin@smartamusements.com.au	<ul style="list-style-type: none"> Prices and product list on website
Action Events	Melissa Taylor 9756 0466 1800 806 253	U6/ 1821 Ferntree Gully Rd Ferntree Gully 3156	www.actionevents.com	<ul style="list-style-type: none"> Sumo Suits Jumping Castles Slot Cards etc
Comedy Clowns	Denise & Alan 9706 2433	17 Parkside Blvd Lysterfield Sth 3156	www.comedyclowns.com.au comedyclowns@goldenit.com.au	<ul style="list-style-type: none"> Very cool clowns
Roaming Reptiles	Tracey 5268 7018 0418 227 083	52 Waratah St, Geelong West, 3218	t_snake@ncable.net.au	<ul style="list-style-type: none"> Live Snakes, Lizards, baby croc Static displays or 1hr class presentations
Tattoo U – temp Tattoo's	55959206 0409 959 208 0417 382 951	681 Timboon Scotts Creek Road Scotts Creek 3267		<ul style="list-style-type: none"> Temporary Tattoo Artists MSA used at Orientation 2006
Victorian Academy of Boomerangs	Bruce Carter 9300 2374	21 Fran Street Glenroy 3046	brucec@webphophets.net.au	<ul style="list-style-type: none"> Display and painting session.

Marquee Hire Companies

Company Name	Contact + Phone	Address	Web + Email	Comments and Previous Work in MSA or Clubs
Waverley Party Hire	9803 1033	25 – 29 Anthony Dve Mt Waverley 3149	www.waverleypartyhire.com.au waverleyparty@ozemail.com.au	<ul style="list-style-type: none">
The Event Hire Company	John Moss 9699 5321	141 – 143 Moray St South Melbourne 3205	www.eventhire.com.au johnmoss@eventhire.com.au	<ul style="list-style-type: none"> Orientation '04. '05 and '06 Open Day
Harry the Hirer	9425 8666	81-95 Burnley Street Richmond VIC 3121	www.harrythehirer.com.au	<ul style="list-style-type: none"> Huge Company
Holiak Hire Pty Ltd	9888 8930	24 Sixth Avenue Burwood VIC 3125	sales@holiak.com.au	<ul style="list-style-type: none"> Camping Equipment Hire
Harts instant Shelters	Matthew 9530 9900	61b Westminster St, Oakleigh, VIC 3166	www.hartspartyhire.com.au mDOBSON@hartspartyhire.com.au	<ul style="list-style-type: none"> Local company
AC Coolroom Hire	1300 793 777	75 Tyers La Keysborough 3173		<ul style="list-style-type: none"> Portable Coolrooms
Expo Hire	9676 7777	44 White Street Sth Melbourne 3205	www.expohire.com.au info@expohire.com	<ul style="list-style-type: none"> Monash Careers Fair

Office Equipment

Company Name	Contact + Phone	Address	Web + Email	Comments and Previous Work in MSA or Clubs
Charles Tims	Adam 9314 0066	379 Somerville Rd West Footscray 3012	www.ctims.com.au adamarnold@charlestims.com.au	<ul style="list-style-type: none"> • Noticeboards, whiteboards • MSA supplier 2005

Sound Equipment

Company Name	Contact + Phone	Address	Web + Email	Comments and Previous Work in MSA or Clubs
MSA Activities	Wil 9905 1510	Level 1 (near airport lounge) Campus Centre	wil.watson@adm.monash.edu.au	<ul style="list-style-type: none"> • Speakers, mixer for hire on campus
Clear Systems	9562 7999	2 Expo Court Mt Waverley 3149	www.clearsystems.tv hire@clearsystems.tv	<ul style="list-style-type: none"> • Professional audio, lighting + audio visual hire
Sound Reinforcement	Mark 9531 1403	64 Spray St Elwood 3184	www.bssound.com.au info@bssound.com.au	<ul style="list-style-type: none"> • Large P.A systems
Billy Hydes Stage Systems	Richard 9415 8877	18-20 Lt Hoddle St, Richmond VIC, 3121		<ul style="list-style-type: none"> • Band Hire Equipment
Warehouse Sound Systems	9417 4866	77 Argyle St, Fitzroy, 3065		<ul style="list-style-type: none"> • Band Hire Equipment

Marketing Items

i.e. Pens, Stamps, Badges, Membership Cards, lanyards etc.

Company Name	Contact + Phone	Address	Web + Email	Comments and Previous Work in MSA or Clubs
Sonic Vision	Vanessa 9349 1999	426 Lygon Street Carlton 3053	www.svmm.com.au admin@svmm.com.au	<ul style="list-style-type: none"> • Brochure in C&S office
Ability Badges	Bill 9853 5757	Kew	bill@abilitybadges.com.au http://www.abilitybadges.com.au	<ul style="list-style-type: none"> • Philharmonic recommend
Corporate Edge Marketing	Jonathan 9417 1718	1 Gold Street Collingwood 3066	jcullen@corpedge.com.au	<ul style="list-style-type: none"> •
Majestic Products	Ron 9569 6511	36 Burlington Street Oakleigh 3166	www.majestic-products.com sales@majestic-products.com	<ul style="list-style-type: none"> •
NORWOOD INDUSTRIES	8796 9300	6 Wedgewood Rd Hallam 3803	www.norwood.com.au print@norwood.com.au	<ul style="list-style-type: none"> • Membership Cards
PLACARD	9722 5200 1800 338 903	40 London Drive Bayswater 3153	www.placard.com.au client.services@placard.com.au	<ul style="list-style-type: none"> • Membership Cards
Blackburn Rubber Stamps	Chris 9878 0637	100A Canterbury Rd Blackburn Sth 3130	www.rubstamps.com.au info@rubstamps.com.au	<ul style="list-style-type: none"> • C&S have used
Satimer Promotions	52214095	4-6 Rutland Street Newtown	satimer@pipeline.com www.satimer.com	<ul style="list-style-type: none"> • Key Rings, Pens etc.
ID Warehouse	02 8850 8812		http://www.idwarehouse.com.au/	<ul style="list-style-type: none"> • Cheapest Lanyards in Australian.
Absolute Promotional Products	Karin Lewit 9555 8355	10/148 Chesterville Rd Moorabbin 3189	karin@epoque.com.au	<ul style="list-style-type: none"> • MSA Activities '06 • Host Scheme '06

Butchers

Company Name	Contact + Phone	Address	Comments and Previous Work in MSA or Clubs
Norm Oliver's Meats	9560 5981	Shop 49a, Brandon Park Shopping Centre Corner Ferntree Gully & Springvale Roads Mulgrave 3070	<ul style="list-style-type: none"> Supplied the meat for Orientation 2006. Will do Halal meat
Jells Park Gourmet Meats	Mario 9560 5610	865 Waverley Road Glen Waverley 3150	<ul style="list-style-type: none"> will deliver
Otto's Meats	Frank 9802 0817	Pinewood Shopping Cntr 44 Centre Way Mt Waverley 3149	<ul style="list-style-type: none"> Will accept cheques
Greg Kelly Meats	Wayne 9561 8091	Shop 46, Brandon Park Shopping Centre Corner Ferntree Gully & Springvale Roads Mulgrave 3070	<ul style="list-style-type: none"> good meat, no breadcrumbs

Bakers

Company Name	Contact + Phone	Address	Web + Email	Comments and Previous Work in MSA or Clubs
Bakers Delight – Pinewood	Graeme or Pam 9564 8311	Shop 26, The Centre Way Pinewood Shopping Centre	g_grieve@optusnet.com.au	<ul style="list-style-type: none"> Really friendly helpful people. You can place orders. Supplied bread for Host Scheme 2005 + 2006
Clayton Hot Bread	9544 2025	318 Clayton Road Clayton		

Alcohol

Notes:

- don't forget to get a liquor licence if you are planning to sell alcohol. Visit <http://www.liquor.vic.gov.au/> to obtain on online.
- You also must have a committee member with a Responsible Serving of Alcohol Certificate present at all events where alcohol is served. The Monash Short Courses run RSA courses.

Company Name	Contact + Phone	Address	Web + Email	Comments and Previous Work in MSA or Clubs
Monash Club	Frank 9905 3590	Building 50 Monash University		<ul style="list-style-type: none"> Will accept Cheque – Are on campus Supply's beer, wine etc
Dan Murphy's	9497 3388	821 Dandenong Rd Malvern East 3145	www.danmurphys.com.au	<ul style="list-style-type: none">
The Notting Hill Hotel	Tony 9562 7789	262 Ferntreegully Rd Notting Hill		<ul style="list-style-type: none"> Can set up an account to pay by club cheque
Campbell's Cash & Carry	9544 1433	31 Mc Naughton Rd Clayton 3168		<ul style="list-style-type: none"> You need an account, get letter from C&S to You must have a liquor licence to buy alcohol

Other Food

Company Name	Contact + Phone	Address	Web + Email	Comments and Previous Work in MSA or Clubs
MSA Wholefoods	9905 4156	Level 1 Campus Centre	wholefoods@adm.monash.edu.au	<ul style="list-style-type: none"> Supply's vegetarian food muffins, cakes. Brochure in C&S, Accepts club cheques
Subway Mt Waverley	Martin	Pinewood Shopping Centre Blackburn Road		<ul style="list-style-type: none"> Excellent Supporter of MSA Catering deals available
The Monash Club	Chris 9905 3590	Building 50 Monash University	christine.henshaw@adm.monash.edu.au	<ul style="list-style-type: none"> Will Accept Cheque, on campus Supply's sandwiches, hot foods
Monash Food + Bev	Jeanine 9905 3168	Campus Centre	jeanine.butler@adm.monash.edu.au	<ul style="list-style-type: none"> Sliced Onions. Ice (clubs must pre-order ice) Please send an email to Jeanine with requirements.
Campbell's Cash & Carry	9544 1433	31 Mc Naughton Rd Clayton 3168		<ul style="list-style-type: none"> You need an account, please see C&S to obtain a letter to open an account. Very cheap bulk buying.
Anton's Flying Woks	Hulio 9533 2885	PO Box 83 Pahran 3181	sales@flyingwoks.com.au	

Transport

Company Name	Contact & Phone	Address	Web & Email	Comments and Previous Work in MSA or clubs
Quince's Bus & Coach Hire	9568 1122	35 Dalgety Street, Oakleigh Vic 3166	info@quinces.com.au	
Rowville Coaches	Shane 9759 6338	P.O Box 2142 Rowville 3178	rowvillecoaches@bigpond.com	
Avis Preston (Bus Hire)	9478 6511	644 High Street Preston 3072	avis.preston@bigpond.com	
Budget Rent a Car	Paul Wheelton 9932 6200	Level 2, 99 Whitehorse Rd, Box Hill 3123		
The Party Bus	1300 PARTY 1 9308 8444	PO Box 121 Berwick VIC 3806	thepartybus@bigpond.com	

Camp Sites (website only)

For a full list of camp sites in Victoria visit the Camping Association of Victoria website www.cav.asn.au or see the brochures in the C&S office

Function (Ball) Venues

Company Name	Contact + Phone	Address	Web + Email	Comments and Previous Work in MSA or Clubs
MSA Wholefoods	9905 4156	Level 1 Campus Centre	wholefoods@adm.monash.edu.au	<ul style="list-style-type: none"> Can hire space + catering for dinners, trivia nights,
The Monash Club	9905 3590	Building 50 Monash University	clubinquiries@adm.monash.edu.au	<ul style="list-style-type: none"> Can hire space + catering for dinners, trivia nights NO BYO
Atlantic South Wharf	9682 9888	Shed 7, South Wharf Road, South Bank 3006	www.atlanticsouthwharf.com.au reception@atlantic.net.au	<ul style="list-style-type: none"> LSS have used Brochure in C&S
Coopers Inn	9639 2111	282 Exhibition St Melbourne 3000	coopersinn@ozemail.com.au	<ul style="list-style-type: none"> SMUGS held Globe here in 2000, 2001, 2003
Carlton Crest	9529 4300 1800 633 888	65 Queens Road Melbourne 3000	www.carltonhotels.com.au/melbourne/	<ul style="list-style-type: none"> ECSS always hold their ball here Brochure in C&S
Camelot Receptions	9544 2717	1736 Dandenong Rd Clayton 3168	www.camelotreceptions.com.au/ camelotreceptions1@iprimus.com.au	<ul style="list-style-type: none"> Brochure in C&S Close to Campus
Golden Sands	9802 2477	399 Blackburn Rd Burwood East 3151	www.goldensandsreceptions.com.au/	<ul style="list-style-type: none"> Brochure in C&S
International of Brighton	9596 7444	81 Bay Street Brighton 3186	www.internationalreceptions.com.au events@internationalreceptions.com.au	<ul style="list-style-type: none"> SAS and SAM hold their balls here
Lincoln of Toorak	9826 3399	Level 2, 445 Toorak Road, Toorak 3142	www.lincolnoftoorak.com.au/ info@lincolnoftoorak.com.au	<ul style="list-style-type: none"> BIOMED held their ball here in 2004. Brochure in C&S
Merrimu Receptions	9568 1811	1300 Dandenong Rd Murrembeena 3163	www.merrimu.com.au/ brett@merrimu.com.au	<ul style="list-style-type: none"> Brochure in C&S. MUGS held their ball here in 2004
Nine Darling Street	9866 3607	9 Darling Street South Yarra 3141	www.ninedarlingstreet.com.au/ events@ninedarlingstreet.com.au	<ul style="list-style-type: none"> MAD held their ball here in 2002
San Remo Ballroom	9347 4000	365 Nicholson St Carlton North 3054	www.sanremoballroom.com.au/ functions@sanremoballroom.com.au	<ul style="list-style-type: none"> SAS held their ball here in 2002
Tudor Court Receptions	9527 5047	141 Kooyong Road Caulfield 3162	www.tudorcourt.com.au/ tudorcourtreceptions@froggy.com.au	<ul style="list-style-type: none"> Brochure in C&S

Useful Websites

Name	Address	Comment
Liquor Licensing Victoria	http://www.liquor.vic.gov.au/	For obtaining a liquor license
Food Safety Victoria	www.health.vic.gov.au/foodsafety/index.htm	All you need to know to run a BBQ
Australian Business Register	http://www.abr.gov.au/	To find a company's ABN number

Services Available in C&S

For more information about the items below, please contact Cat in the C&S office
cat.jones@adm.monash.edu.au

Services in C&S Only – these items may not be borrowed

Photocopier	As well as the standard photocopying, the C&S photocopier can also make booklets, staple hole-punch and print on overheads. \$0.08 for A4, clubs/departments billed monthly for use
Laminator	Can laminate up to A3. Bring your own or purchase from C&S (ID size, A4 and A3)
Badge Making Machine	The C&S Badge maker does larger badges, not the small button ones.
Paper Folding Machine	Makes those mailouts a lot easier. Can do tri and bi folding.
Computers	There are 2 new iMacs in the office for club and MSA use. Both have design programs, and aren't as scary to use as people think!
Printers	A4 B&W, A4 colour laser available to use. Clubs/departments billed monthly for use
Guillotine	Can slice through paper, thin card and laminating
Meeting Room	The meeting room holds about 10 people and can be booked for use during times when the C&S office is open. Please email Cat in advance if you wish to book it.

Items which can be borrowed

Item	Deposit	Hired overnight?	Overdue penalties
Staplegun x 4	\$5	no	\$5 per day
Urn x2	\$5 per urn	yes	\$5 per day
Cordial container	\$5	yes	\$5 per day
Stereo	\$20	yes	\$10 per day
Megaphone	\$10	no	\$5 per day
Folding Table x 2	\$10 per table	no	Deposit not given back if tables dirty
First Aid Kit	\$20	yes	See Loan Agreement
Digital Camera	\$20	no	See Loan agreement

The only item that can be borrowed overnight without approval from the C&S Executive is the First Aid Kit. If any club/department wishes to borrow equipment overnight, they must first seek approval from the C&S Executive.

Those wishing to loan the First Aid Kit or the Digital Camera must first sign a borrowing agreement.

If any items are lost, the club or department will be charged a replacement fee. If any items in the First Aid Kit are used, the club will be billed at the end of the month, according to current St John's Ambulance prices.

Services Available in the MSA

Item	Hire Cost	Department	Contact
BBQ Hire	\$20.00 per bbq	Activities	Activities Office Level 1 – Campus Centre 9905 1510 Anthony.walls@adm.monash.edu.au
Small Button Badge Maker		Wom*m's	Wom*m's Department 9005 5493 Lauren.Wilson@adm.monash.edu.au
Buckets + Brushes for making Glue		Activities	Activities Office Level 1 – Campus Centre 9905 1510 Anthony.walls@adm.monash.edu.au
MSA Pull Up Banners Use at all MSA events	Free for MSA	Comms.	9905 5494 msa@adm.monash.edu.au
MSA A-frames Blank A-frames can be filled with advertising	Free for MSA	Activities	Activities Office Level 1 – Campus Centre 9905 1510 Anthony.walls@adm.monash.edu.au
Small trolley	Free for MSA	Activities	Activities Office Level 1 – Campus Centre 9905 1510 Anthony.walls@adm.monash.edu.au

How to Make Glue

Making poster-glue is an art, but an art worth your learning. Survive campus life with this little guide...

The two most important ingredients to making poster-glue are cornflour and patience. The cornflour means that it's harmless, non-toxic, edible, and washes out of your clothes. The patience means that it isn't lumpy as hell.

1. The first step is to add about half a packet of cornflour to the glue bucket. Make sure that it's got gluten in it - the gluten-free cornflour doesn't work.
2. Now, add a small amount of water (as little as possible) to the cornflour, and mix it until it forms a thick paste.
3. You need hot water. Really hot water. Add a couple of cups of water to the mix you have in the bucket. It'll go lumpy (this is the cornflour cooking). Stir like crazy until it forms a smooth, thick paste.
4. Repeat the previous step until you've got about 5 litres of glue. If you add too much hot water at once, it won't go smooth, no matter how much you stir it.

Et, voila! You have glue. Go and poster something.