Bookable spaces application form

For City, East and North Melbourne Libraries

Section 1: Booking request

Library branch:		
Room name: (East Melbourne Library only)		
Event date	**Start time***	**End time***

*Include set up/pack down times. We charge in hour blocks (7pm to 9.30pm will be charged as 3 hours).

Section 2: Hirer's details

Name/organisation:		
Contact name:		
Library barcode:		
Hirer type:	☐	Commercial/private
	☐	Not-for-profit

Street address:			
Suburb:		**State:**	**Postcode:**
Email*:		**Phone*:**	

*Mandatory field

Section 3: Event details

Activity title:	
Activity description:	
Number of attendees:	**Entry fee:** $

Section 4: Hirer's checklist

I have read the Community Meeting and Multi-purpose Room Policy	☐
I am aware that I must be a member of Melbourne Library Service to hire the venue	☐
If claiming the not-for-profit rate I have completed and attached the Venue Hire Community Use Application Form	☐
or I have previously submitted the Venue Hire Community Use Application Form	☐
Agreement:	I have read the Meeting Room Terms and Conditions and understand and agree to be bound by them, if my booking is accepted by Council. I acknowledge that this is an application only and acceptance of my offer is at the sole discretion of Council.	☐
Signature:	**Date:**

Further information

Commercial/private (users) – are profit based organisations or individuals hiring venues for the sole benefit of that organisation or individual and / or as part of their normal operations.

Not for profit organisations – proof required.

Community purposes – is an activity, program or event that is provided free (or at minimal cost) for the participation of residents or workers from within the City of Melbourne.

Privacy:

http://www.melbourne.vic.gov.au/about-council/governance-transparency/policies-protocols/Pages/privacy.aspx

Submit form: mlsroombookings@melbourne.vic.gov.au