

TERMS & CONDITIONS

- * Fees are based on a standard session of two hours, or part thereof.
- Minimum booking is one full session (2 hours)
- All room prices include GST
- Meeting room users will be required to hold current Public Liability Insurance and are to supply the library with a copy of the Certificate of Currency on application.
- Membership login and password is required per person to access WiFi
- Please view full terms and conditions on our website.
- Groups can apply for six months of bookings at a time and must submit their applications as per the dates outlined below:

1 January to 30 June:

Applications for bookings during this period are accepted from 1 November.

1 July to 31 December:

Applications for bookings during this period are accepted from 1 May. Bookings outside of these dates will not be accepted.

HOLDING A MEETING, CONFERENCE OR TRAINING SESSION BUT NEED A VENUE?

Whitehorse Manningham Libraries have a range of rooms available for hire at our **Box Hill** and **Vermont South** branches. Check availability and book online through our website under our services menu.

Room	Bert Lewis Room	Meeting Room Two	Meeting Room Three	Training Room Box Hill Library	Meeting Room Vermont South Library
Approx Size m ²	90	32	40	–	27.5
Hours	Minimum 2	Minimum 2	Minimum 2	Minimum 2	Minimum 2
Accommodate (max adults)	60	20	24	12	20
Chairs	60	20	24	35	20
Tables/Trestles	6 Large tables	4 large tables	8 tables	–	2 Tables
After Hours Access	✓	✓	✓	–	✓
Access to Kitchen & Tea and Coffee Making Facilities	✓	✓	✓	✓	✓
Wheelchair Accessible	✓	✓	✓	✓	✓
Free Wireless Internet	✓	✓	✓	✓	✓
Whiteboard	✓	✓	✓	✓	✓
Data Projector	✓	✓	–	–	–
Laptop	✓	–	–	–	–
Speakers	✓	✓	–	✓	–
Touch Screen Computers	–	–	–	12	–
Drop Down Screen	✓	✓	✓	–	–
Commercial Rate*	\$106	\$66	\$66	\$118	\$66
Community Group Rate*	\$52	\$38	\$38	\$118	\$38

HOW TO APPLY

APPLICATION SUBMISSION OPTIONS

- **Online**
Check availability and book online through our website
- **Email**
meetingrooms@wml.vic.gov.au
- **Post**
Whitehorse Manningham Libraries
Att: Meeting Rooms
1040 Whitehorse Road
BOX HILL 3128 VIC



CONFIRMATION OF BOOKINGS

The success of your application will be communicated a maximum of 10 working days from receipt of your application.

We advise that you submit your application as far as possible in advance of your desired date/s to avoid disappointment.

To arrange a room viewing please contact Administration - Monday to Friday
9am to 4.30pm on 9896 4333.

Please view full terms and conditions on our website at www.wml.vic.gov.au

Updated: March, 2021



CONTACT US

Administration
P. 03 9896 4333
E. meetingrooms@wml.vic.gov.au
www.wml.vic.gov.au

Vermont South Library
Pavey Place, Vermont South
P. 03 9872 8650



Whitehorse
Manningham
Libraries
open for discovery

Meeting Rooms for Hire



BOOK ONLINE!
meetingrooms@wml.vic.gov.au
wml.vic.gov.au

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