



Whitehorse
Manningham
Libraries
open for discovery

Proudly owned by



APPLICATION FOR MEETING ROOM HIRE

PLEASE PRINT CLEARLY IN BLOCK LETTERS

Group / Organisation Details

Group Name	
Contact Name	
Library Card Number	2000700
Contact Phone	
Email	
Postal Address	
Group Type	<input type="checkbox"/> Non-Profit / Community To claim the not-for-profit organisation status you must complete a non-profit organisation statement and submit with the application.
	<input type="checkbox"/> Commercial

Undertaking

I have read and familiarised myself with the Meeting Room Terms and Conditions of Hire.

I have attached a copy of our Public Liability Insurance Certificate of Currency.

If you wish to apply for Non-Profit Organisation Status please tick:

I have completed and attached a Non-Profit Organisation Status statement.

Booking Schedule

MEETING ROOM TO BE BOOKED: (please tick)

BOX HILL LIBRARY

- Meeting Room 1 (Maximum 60 people)
- Meeting Room 2 (Maximum 20 people)
- Training Room (Maximum 13 people)
- Meeting Room 3 (Maximum 24 people)

VERMONT SOUTH LIBRARY

- Meeting Room 1 (Maximum 20 People)

IMPORTANT: Set up and clean up should be included in start and finish times. Meeting rooms cannot be accessed until the booking starts.

DAY	DATE	START TIME	FINISH TIME	TOTAL HOURS	OFFICE USE

(If there are insufficient rows above, please attach an additional sheet to this form)