

Meeting Room Hire Application Form

Name of Hirer:		
Organisation: (If applicable)		
Contact Details:		
Function Description , eg. Meeting, Seminar, Display, etc:		
Date/s of Function: (Multiple Dates - refer to Multiple Use Form)	Hours required: (Include set up/pack up times)	Number of Persons Attending:
<p>Library Meeting Room Charges (GST inclusive) : \$50.00 per hour; \$300.00 per day <i>A Community Rate of \$10 per hour / \$60 per day available for Community Groups, please enquire with staff</i></p> <p>Please select venue required (Venue Specifications attached):</p> <p><input type="checkbox"/> Bannockburn <input type="checkbox"/> Belmont <input type="checkbox"/> Corio <input type="checkbox"/> Newcomb <input type="checkbox"/> Waurm Ponds <small>(small meeting space only)</small></p>		
Equipment Required: <input type="checkbox"/> Data Projector <input type="checkbox"/> Electronic Whiteboard <input type="checkbox"/> Audio		
<p>Public Liability Insurance Details:</p> <p>Name of Insured:.....</p> <p>Dates of Coverage:</p> <p>Limit of Indemnity:</p> <p><input type="checkbox"/> Copy of Certificate of Currency Supplied</p> <p>Public Liability Insurance for Community Groups – \$10 per booking unless multiple bookings (6 or more times per year).</p>	<p>Conditions of use statement: <i>I have read the Meeting Rooms Policy and Conditions of Hire and undertake to comply in all aspects to such conditions. I am fully aware of and accept the conditions, indemnities and other authorities and requirements. I am aware that the conditions of hire may affect my legal rights and insurance requirements</i></p> <p>Signature:</p> <p>Date:</p>	
<p>Payment:</p> <p>Only Cash or EFT payments accepted. EFT Receipt Number or a Purchase Order number must be supplied. Payment confirms booking, receipt supplied if requested. EFT details: Westpac, BSB 033622, Account 400739 This document is a Tax Invoice ABN: 63 706 286 838</p>		
<p>Please return form via email to the relevant library's email (details attached), or deliver to the library during opening hours. Staff will confirm booking, including total costs and supply further details as required.</p>		
<u>Office Use Only</u>		
<p>Key collection:</p> <p>Name:</p> <p>Signature:</p> <p>Date collected:</p> <p>Date Returned:</p>	<p>Costs:</p> <p>Venue Hire \$ _____</p> <p>Insurance \$ _____</p> <p>TOTAL (GST inclusive) \$ _____</p> <p>Staff Confirmation:</p>	

Geelong Regional Library Corporation Venues:	Capacity	Bookings (through relevant library)
<p>Bannockburn Library 25-27 High Street Bannockburn Vic 3331 P: (03) 5281 2367 Email: bannockburn@grlc.vic.gov.au Small meeting space within the library</p>	10-12 people	Available during library opening hours
<p>Belmont Library 163 High Street Belmont Vic 3216 P: (03) 5243 2655 E: belmont@grlc.vic.gov.au F: (03) 5243 4485 Meeting Room 11x9 sq m</p>	Theatre Style: 60 Cabaret style: 32	For hire during and after library opening hours Library provides security information
<p>Corio Library John Drysdale Auditorium Cox road (cnr Moa St) Norlane Vic 3214 P: (03) 5275 2388 E: corio@grlc.vic.gov.au F: (03) 5275 8010 Meeting Room 102 m2</p>	Theatre Style: 80 Cabaret style: 40	For hire during and after library opening hours Library provides security information
<p>Newcomb Library Bellarine Highway cnr Wilsons Road Newcomb Vic 3219 P: (03) 5248 1802 E: newcomb@grlc.vic.gov.au F: (03) 5248 6861 Meeting Room 209 m2</p>	Theatre Style: 80 Cabaret style: 40	For hire during and after library opening hours Library provides security information
<p>Waurnd Ponds Library 140 Pioneer Road Waurnd Ponds Vic 3216 P: (03) 5244 0048 E: waurndponds@grlc.vic.gov.au Meeting Room 9.65 x 675 m2</p>	Theatre Style: 70 Cabaret style: 40	For hire during and after library opening hours Library provides security information
<p>Equipment: Provided: Data Projector, Audio, Projector Screen, Electronic Whiteboard, Lectern, Crockery for 60 people, Basic Kitchen Equipment, Boiling Water Unit, Refrigerator, Dishwasher @ Waurnd Ponds only.</p> <p>Equipment to be supplied by Hirer: Laptops, Adaptors for any Apple Products.</p>		