

Melbourne Library Service

Meeting Room Booking Form

Group Details

Please complete the following table to supply the details of your group:

Name of Group:	
Contact Name:	
Library Membership Barcode: NOTE: <i>You must be a library member in order to hire our venues</i>	2002100
Contact Number:	
Email:	
Rate Payable: (Community or Commercial) NOTE: <i>If claiming the Community Rate you must complete the Community Use Application Form</i>	

Booking requests

Please enter your preferred dates (first and second preferences) in the tables below.

As our meeting rooms are in high demand, and in order to make bookings as fair as possible, we may not be able to accommodate all requests or guarantee ongoing bookings for groups from year to year.

NOTE: *Start and finish times MUST include set up and pack up time, as we schedule bookings based on the times supplied by each group. E.g. if your booking starts at 9.30am, you cannot arrive at 9am to set up.*



First Preference

Please use whole, not part hours.

For example, a booking from 7.00pm to 9.30pm is 3 hours in total, not 2.5.

[illegible]



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[illegible]

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Declaration

- ☐ I have read and familiarised myself with the Venue Hire Policy
- ☐ I am aware that I must become a member of Melbourne Library Service in order to hire the venue

If claiming community rate:

- ☐ I have completed and attached the Community Use Application Form
OR
☐ I have previously submitted the Community Use Application Form*

Signed: _____

Date: ____/____/____

Queries

If you have questions with regards to the hire of Melbourne Library Service venues, please contact:

- City Library 03 9658 9500
- East Melbourne Library and Community Centre 03 9658 9600
- North Melbourne Library 03 9658 9700

***Users claiming the community rate only need to submit the Community Use Application Form once. These are kept on file.**