



**CONTACT DETAILS**

Name of organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact phone numbers: Business: \_\_\_\_\_ After Hours: \_\_\_\_\_

Email: \_\_\_\_\_

**MEETING DETAILS**

Meeting room required:  Northcote Library  Preston Library

Dates and times requires: \_\_\_\_\_  
(more space over page) \_\_\_\_\_

Purpose of the program/function/meeting: \_\_\_\_\_

Number of people attending: (please tick)  0-10  11-20  21-30

Please tick which of the following you require:

Chairs  No  Yes, number of chairs required: \_\_\_\_\_

Tables  No  Yes, number of tables required: \_\_\_\_\_

Lectern  No  Yes

AV equipment  No  Yes

AV cables  No  Yes

Is the group a not-for-profit organisation?  No  Yes

Does the group have Public Liability Insurance?  No  Yes

If 'Yes', please supply your Public Liability Insurance Certificate.

**PAYMENT DETAILS (SEE PAGE 2 FOR SCHEDULE OF FEES)**

Total booking fee \$ \_\_\_\_\_

Payment details: (please tick)  Cash  Eftpos  Cheque  Community Grant  Internal Journal

**TERMS AND CONDITIONS**

This is an application to apply for room hire. Completion of this application does not necessarily mean approval will be given. All bookings will be confirmed in writing. **Cancellation of any booking must be made 24 hours before the date of hire.** The Hirer agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them in connection with the Hirers performance or purported performance of its obligations under this Agreement and be directly related to the negligent acts, errors or omission of the Hirer. The Hirers liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.

**Please note:** Set up, finishing and cleaning time must be included in the hire time.

I hereby acknowledge that I have read the policies and guidelines document and agree to comply with all aspects of the information outlined.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

The completed form can be faxed to: 9261 4859, emailed to: library.meetingroom@darebin.vic.gov.au, or mailed to: Executive Officer, Darebin Libraries, P.O. Box 257, Preston, 3072, Tel: 1300 655 355.

**NORTHCOTE AND PRESTON LIBRARY  
MEETING ROOM BOOKING FORM**

**ADDITIONAL DATES AND TIMES REQUIRED:**

Location	Date required	Time required	Total hours of use

**SCHEDULE OF MEETING ROOM BOOKING FEES (EFFECTIVE 1 JULY 2017)**

Organisation	Price (GST inclusive)
Not-for-profit organisations Darebin Council business units	<b>Weekdays</b>
	\$19 – per hour* (up to 3 hours)
	\$44 – 3 hours
	\$88 – 6 hours
	<b>Weekends</b>
	\$30 – per hour* (up to 3 hours)
Commercial organisations	\$76– 3 hours
	\$128 – 7 hours
	<b>Weekdays</b>
	\$40 – per hour* (up to 3 hours)
	\$89 – 3 hours
	\$142 – 6 hours
<b>Weekends</b>	
\$62 – per hour* (up to 3 hours)	
\$134 – 3 hours	
\$155 – 7 hours	

\* Bookings are charged in full hour increments. Charges will be rounded up to the next full hour.

**Please note:** An organisation is a not-for-profit organisation if it is **not** operating for the profit or gain of its individual members. All other organisations are considered **commercial** organisations.