

YOUR DETAILS:

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|--------------------------------------|
| Name of group / organisation: |
| Name of contact person: |
| Email: |
| Phone: |

MEETING ROOM BOOKING:

Commercial and business bookings are charged at \$20 per hour or part thereof.

| | | |
|--|---------------------|---------------------|
| Date: | | |
| Start time: | Finish time: | Total hours: |
| Is this a recurring booking (please circle)? | | |
| No repeat Weekly Fortnightly Monthly Other – please indicate..... | | |
| End date for recurring booking..... | | |
| Expected number of people (max. 10): | | |
| Type of activity: | | |
| Are you using the meeting room for work related purposes (i.e. are you being paid by an employer or organisation while using the meeting room)? | | |
| Are you charging a fee for activities conducted in the meeting room? | | |
| Do you require use of the meeting room computer? | | |
| <i>Please collect the computer tech box from the Library desk.</i> | | |

Conditions for use of Goulburn Mulwaree Library Meeting Room:

- The meeting room is available for use during Library opening hours.
- Booking approvals are at the discretion of Library staff, and are not automatically guaranteed.
- A maximum number of 10 people are permitted in the meeting room at any one time.
- Charges apply for use of the meeting room for business/commercial activities. Full fees must be paid before access to the meeting room is granted. No credits will be accepted for any booked time not used.
- The meeting room is not suitable for any private or confidential activities.
- Cancellation of booking must be made 24 hours prior to the booking start time or cancellation fees may be charged.
- Please leave the venue and all amenities in a clean and tidy condition. Cleaning or damage fees may apply for any damage to venue facilities.
- Please ask Library staff for assistance if you wish to use the computer facilities. The computer tech box must be returned to the Library counter when leaving the meeting room.

Signature:

Date:

STAFF USE ONLY

Booking taken by.....

Entered in Outlook Calendar: YES NO

Entered in Diary: YES NO

Category:

- Category 1 - \$20 per hour or part thereof
 - Commercial use – use by someone conducting paid work
 - Commercial use – use by someone charging for services/activities
 - Organisations from outside our LGA

- Category 2 - free:
 - Groups – local non-profit groups
 - Individuals – undertaking not-for-profit meetings or study etc.

If you are unsure about charges, please consult the Library Manager or Promotions Officer.

Charges:

- No charge
- Total charges.....

Date paid.....

Payment taken by.....

Recurring Bookings:

| Booking Date | Arrived | Paid |
|--------------|---------|------|
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Additional notes:

*Please return INCOMPLETE forms to the Library Manager.
COMPLETED AND FINALISED forms should be saved to <https://infoxpert.edrms/docs/~F154114>*