

BOOKABLE SPACES APPLICATION FORM

KATHLEEN SYME LIBRARY AND COMMUNITY CENTRE

251 FARADAY STREET, CARLTON 3053

03 9658 7310 kathleensymecentre@melbourne.vic.gov.au

SECTION 1: BOOKING REQUEST

EVENT DATE	START TIME*	END TIME*

*Include set up/pack down times

ROOM REQUESTED

ACTIVITY ROOM 1	<input type="checkbox"/>	TRAINING AND LEARNING SPACE	<input type="checkbox"/>
ACTIVITY ROOM 2	<input type="checkbox"/>	MEETING ROOM 3	<input type="checkbox"/>
MULTI-PURPOSE ROOM 1	<input type="checkbox"/>	ART ROOM	<input type="checkbox"/>
MEETING ROOM 2	<input type="checkbox"/>	MULTI-PURPOSE ROOM 2	<input type="checkbox"/>
COMMUNITY OFFICE	<input type="checkbox"/>	EDITING SUITE (CONTROL ROOM) AND RECORDING STUDIO	<input type="checkbox"/>
COMMUNITY KITCHEN	<input type="checkbox"/>		

SECTION 2: HIRER'S DETAILS

NAME/ORGANISATION:	
CONTACT NAME:	
ABN:	
POSITION:	
HIRER TYPE:	<input type="checkbox"/> Commercial/private
	<input type="checkbox"/> Not-for-profit (within the City of Melbourne boundaries)
	<input type="checkbox"/> Not-for-profit (outside the City of Melbourne boundaries)

STREET ADDRESS:					
SUBURB:		STATE:		POSTCODE:	
EMAIL:				PHONE:	
WEBSITE:					

SECTION 3: EVENT DETAILS

ACTIVITY TITLE:					
ACTIVITY DESCRIPTION:					
NUMBER OF ATTENDEES:		ENTRY FEE:	\$		
FOOD/BEVERAGES:	Food	<input type="checkbox"/>	Alcohol	<input type="checkbox"/>	Non-alcohol <input type="checkbox"/>
EQUIPMENT YOU WILL BE BRINGING:					
CONTACT DURING EVENT: (NAME AND MOBILE)					

SECTION 4: HIRER'S CHECKLIST

Certificate of currency	<input type="checkbox"/>	
Proof of not-for-profit status	<input type="checkbox"/>	
AGREEMENT:	I have read the Terms and Conditions of Hire and understand and agree to be bound by them, if my booking is accepted by Council. I acknowledge that this is an application only and acceptance of my offer is at the sole discretion of Council.	<input type="checkbox"/>
SIGNATURE:		DATE:

FURTHER INFORMATION

Commercial/private (users) – are profit based organisations or individuals hiring venues for the sole benefit of that organisation or individual and / or as part of their normal operations.

Organisations (users) – are 'not-for-profit'.

Community purposes – is an activity, program or event that is provided free (or at minimal cost) for the participation of residents or workers from within the City of Melbourne.

[Privacy](#)

<http://www.melbourne.vic.gov.au/about-council/governance-transparency/policies-protocols/Pages/privacy.aspx>

Submit form: kathleensymecentre@melbourne.vic.gov.au

OFFICE USE ONLY

EVENT ID:	NOTES: