LIB01



TRIM Reference:

GERALDTON REGIONAL LIBRARY VENUE USE APPLICATION

CONTACT DETAILS

Organisation:

Contact Person:

Postal Address:

Email Address:

Phone Number:

BOOKING DETAILS

Activity:

No. of Attendees:

Date(s)		Day(s)		Time(s)	
Booking Area	Meeting Room 1 only		Meeting Room 2 only		
	Meet	eting Room 1 and 2		Study Area	
Booking Type	🗌 Com	Commercial		Voluntary Organisation	
	🗌 Not-f	or-Profit		Educational/Tutoring	

Note: Educational/Tutoring bookings are available for up to 12 months duration.

Definitions of Organisations can be found in the Venue Use Terms and Conditions.

BOOKING REQUIREMENTS

Please describe your event and include any special requirements, e.g. access to projector, screen, whiteboard, refreshments, seating arrangements. To discuss further, please contact the Library on (08) 9956 6659 or email <u>library@cgg.wa.gov.au</u>.



Details/Description:

ADDITIONAL REQUIREMENTS	

Items:

Tea/Coffee (Please note: milk is not supplied)

Projector/Screen

PREFERRED PAYMENT METHOD

Please refer to the Fees/Charges information contained in the Venue Use Terms and Conditions, which is available on the Library's website or on request.

Payment Type: Invoice

Card Over the phone payments available

Wall Mounted Whiteboard

Cancellation fee of 20% of the total booking fee applies, if cancelled less than 2 weeks prior to booking.

☐ I/We have received, read and understood the Conditions of Hire for the Geraldton Regional Library. Should the above Venue Use Application be approved, I/We agree in all aspects to comply by the Conditions of Hire for the Geraldton Regional Library.

☐ I/We understand that All CGG operations, including the use of community facilities must adhere to the <u>City's Safety Management Plan</u>.

Date:

Please submit completed applications to <u>library@cgg.wa.gov.au</u>.

OFFICE USE							
Approved: Advised Outcome: Officer's Name: Signature:	☐ Yes ☐ Yes	□ No □ No	TRIM Reference: Position: Date:				