TRIM Reference:	
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GERALDTON REGIONAL LIBRARY VENUE USE APPLICATION

CONTACT DETA	ILS				
Organisation:					
Contact Person:					
Postal Address:					
Email Address:					
Phone Number:					
BOOKING DETA	ILS				
Activity:	-				
No. of Attendees:					
Date(s)		Day(s)		Time(s)	
Booking Area	☐ Mee	☐ Meeting Room 1 only		☐ Meeting Room 2 only	
	☐ Mee	ting Room 1 and 2		Study Area	
Booking Type	☐ Com	☐ Commercial		☐ Voluntary Organisation Fee for event/No fee for event	
	☐ Not-	for-Profit		Educational/Tutoring	
Note: Educational/Tutoring bookings are available for up to 12 months duration.					

BOOKING REQUIREMENTS

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

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 library@cgg.wa.gov.au.



W www.library.cgg.wa.gov.au

D-19-009632 Details/Description: ADDITIONAL REQUIREMENTS Items: Projector/Screen Wall Mounted Whiteboard Tea/Coffee (Please note: milk is not supplied) 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 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 City's Safety Management Plan. Signature: Date: Please submit completed applications to library@cgg.wa.gov.au. **OFFICE USE** ☐ Yes □No Approved: Advised Outcome: Yes No TRIM Reference: Officer's Name: Position: Signature: Date:

City of Greater Geraldton GERALDTON REGIONAL LIBRARY - VENUE USE APPLICATION