

Contact: Phone library staff on (03) 6 _____ or (03) 6 _____

NAME OF ORGANISATION:
 CONTACT DETAILS:
 TELEPHONE: HOME:.....WORK:
Please advise if there is a change of contact details.

SECURITY OFFICER: Person responsible for making payment and turning off lights and ensuring that doors are locked and properly closed.

NAME:
 ADDRESS:.....
 TELEPHONE: HOME:.....WORK

DATE(S) OF MEETING IN 200..... :

Please note: Public Holiday dates are noted in brackets next to the month. Rooms are not available on these days.

JANUARY (1)	MAY	SEPTEMBER
FEBRUARY ()	JUNE ()	OCTOBER
MARCH ()	JULY	NOVEMBER
APRIL ()	AUGUST	DECEMBER (25,26)

Starting Time: _____ am/pm Finishing Time: _____ am/pm

Fees (GST inclusive) according to the following rates per meeting room must be paid in advance:

HOURLY RATE (MAXIMUM OF 2 HOURS) (discounted to \$2.20 for Non Profit or Voluntary Organisations)	\$3.30	No of hrs @ \$3.30	<input type="checkbox"/>
MORNING TO 1.00 PM (discounted to \$6.60 for Non Profit or Voluntary Organisations)	\$11.00		<input type="checkbox"/>
AFTERNOON 1.00 TO 6.00PM (discounted to \$6.60 for Non Profit or Voluntary Organisations)	\$11.00		<input type="checkbox"/>
EVENING 6.00 PM + (discounted to \$6.60 for Non Profit or Voluntary Organisations)	\$11.00		<input type="checkbox"/>
WEEKENDS BY ARRANGEMENT PER DAY (discounted to \$16.50 for Non Profit or Voluntary Organisations)	\$27.50		<input type="checkbox"/>

Prepaid fees will be refunded where a booking is cancelled by the State Library.
 Any additional costs associated with the use of meeting rooms outside of library opening hours will be charged to the organisation/s.

Furniture and equipment specified and available at the time of booking will be provided, but arrangement and setup must be carried out by the hirer. Fees are GST inclusive.

Tables - no charge	No:	Overhead projector	Fee: \$1.10
Chairs - no charge	No:	Slide projector	Fee: \$1.10
Pantry required	Fee: \$1.10	Electronic Whiteboard	Fee: \$1.10
TV and/or Video	Fee: \$1.10	Film projector	Fee: \$1.10

Number of Attendees: _____ Do you wish to claim the Community Group discount? _____ Yes/No