

## Libraries and Community Learning Community Learning Room Booking Form

### Hire details:

<b>Organisation/Group Name:</b>	
<b>Contact Name:</b>	
<b>Contact Number:</b>	
<b>Billing Address:</b>	
<b>Email Address:</b>	
<b>ABN:</b>	
<b>Incorporation Number:</b> <small>(NB: A certificate of incorporation must be supplied)</small>	

### Description of booking purpose:

*(Describe the purpose of your activity, and in a practical sense, how you intend to use the space)*


### Booking details:

Date	Start Time: (including set up)	Finish Time (including pack up)

### Additional information

<b>Access to AV equipment:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Preferred Payment options:</b>	<input type="checkbox"/> In person on day of hire <small>(via cash/credit card)</small>	<input type="checkbox"/> 30-day invoice <small>(sent via post)</small>	
<b>Rates and Changes (GST inc.):</b>	<input type="checkbox"/> Community Benefit \$17.00 per hour	<input type="checkbox"/> Community Group \$27.00 per hour	<input type="checkbox"/> Commercial Use \$48.00 per hour

Please forward to: [libraryadmin@wyndham.vic.gov.au](mailto:libraryadmin@wyndham.vic.gov.au)