

Community Learning Room Hire

Community Learning Room Facilities:

- Room allowing up to a maximum of 40 people
- Seating for 40 people with 10 Trestle tables
- Kitchenette, chilled water and boiling water on tap (must supply own coffee, tea, sugar and milk)
- Fridge
- Crockery for 40 people
- Cutlery – teaspoons only

Supporting equipment:

- Overhead projector
- WiFi
- DVD player
- Whiteboard

Finishing Times:

Community Learning Room must be vacated by:

Monday – Thursday:	7:45pm sharp
Friday:	5:45pm sharp
Saturday:	3:45pm sharp
Sunday:	4:45pm sharp

Note: set up and pack up times are required to be within starting and finishing times.

Rates and Charges (GST inc)

Prices are current as of 1 July 2019

Community Benefit \$17.00 per hour

(Not for profit community groups or organisations based in Wyndham that are open to the general public at no cost to the attendee.)

Community Groups \$27.00 per hour

(Planned activity classes open to the general public; including arts, education, culture, fitness well-being, skill development and hobbies.)

Commercial use \$48.00 per hour

(Corporate or private activities where the purpose of the hire is exclusive or to generate profit for an individual or company.)

Conditions of use

- Set up of room must be arranged by user of room.
- Once completed all furniture must be cleaned and returned to the set layout as per required.
- Kitchenette must be cleaned; all dishes must be washed, dried and put away. Otherwise a Cleaning Levy of \$25 will be charged.
- All borrowed property of Wyndham City Libraries to be returned to the customer service desk.

For any bookings please email a complete booking form to:

libraryadmin@wyndham.vic.gov.au

Note: if leaving the room unattended at any time during the hire it is strongly recommended that valuables are taken with you or the room is locked. Wyndham City Library is not responsible for missing property.

Libraries and Community Learning Community Learning Room Booking Form

Hire details:

Organisation/Group Name:	
Contact Name:	
Contact Number:	
Billing Address:	
Email Address:	
ABN:	
Incorporation Number: <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

Access to AV equipment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Preferred Payment options:	<input type="checkbox"/> In person on day of hire (via cash/credit card)	<input type="checkbox"/> 30-day invoice (sent via post)
Rates and Changes (GST inc.):	<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