

# Glenroy Community Hub

## Booking form



Merri-bek  
City Council

### Contact Details

<b>Name:</b>	<b>Organisation:</b>	
<b>Phone:</b>	<b>Email:</b>	
<b>Address:</b>	<b>State:</b>	<b>Post Code:</b>
<b>Supervisor onsite on the day:</b>		
<input type="checkbox"/> As above		
<b>Name:</b>	<b>Mobile:</b>	

### Event Details

<input type="checkbox"/> Meeting	<input type="checkbox"/> Workshop	<input type="checkbox"/> Seminar	<input type="checkbox"/> Educational Class
<input type="checkbox"/> Birthday Age:	<input type="checkbox"/> Communal Gathering	<input type="checkbox"/> Exercise Class	<input type="checkbox"/> Public Event
<input type="checkbox"/> Wedding/Engagement	<input type="checkbox"/> Dinner	<input type="checkbox"/> Other (please specify):	
<b>Event Name:</b>	<b>Expected attendance:</b> (Must not exceed room capacity)		
<b>Brief description of event:</b>			
<b>Do you require the use of the Kitchen?</b> (Only available in Meeting Rooms 3 & 4)			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Will your event be serving food?</b>			
<input type="checkbox"/> Yes, sold <input type="checkbox"/> Yes, provided <input type="checkbox"/> No			
<b>Will your event have alcohol?</b> (Only available in Meeting Rooms 3 & 4)			
<input type="checkbox"/> Yes, sold <input type="checkbox"/> Yes, provided <input type="checkbox"/> No			
<b>Is the food and/or alcohol provided by a professional caterer?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<b>Please note any special requests / requirements:</b>			

## Community Discount (50% off venue hire fees)

Community discounts are provided to groups or organisations who are providing a service to meet the needs of the community within the Merri-bek area.

Business orientated organisations, entities or individuals who provide services or sell products with the intention of making a profit, along with individual hirers who are using the venue for a private function, event, meeting or gathering will not be entitled to the Community discount of hire.

### Are you applying for the community discount?

To be considered for this rate, please provide the below information

Yes

No (go to venue selection)

### Is there a participation fee for this activity?

Yes \$

No

Organisations ABN:

Incorporated Number:

### Please select which applies:

Organisation publicly listed as 'Not-for-Profit' with Australian Charities and Not-for-Profit Commission

School or kindergarten based in Merri-bek

Glenroy Community Hub Partner/Tenant

Government body (activity is providing a service to the community)

Community Group (activity is providing a service to the community)

## Fees and charges

Fees applicable until 30 June 2024 and are subject to change after this date.

	Room 2	Rooms 3 or 4	Rooms 3 & 4 (Combined)
<b>Weekday rate per hour (GST Inclusive)</b> <i>Community Rates in Orange</i>	\$23.90 (\$11.95)	\$49.20 (\$24.60)	\$98.40 (\$49.20)
<b>Weekend rate per hour (GST Inclusive)</b> <i>Community Rates in Orange</i>	\$47.80 (\$23.90)	\$98.40 (\$49.20)	\$196.80 (\$98.40)

Additional requirements including security staff, technical support, additional equipment, or services will be at a cost to the hirer.  
Details to be discussed no less than two weeks prior to each event.

## Venue Selection

Which Meeting Room do you wish to book?

<input type="checkbox"/> Room 2 - Ground Floor	16 m <sup>2</sup>	8 Seated (at tables)		
<input type="checkbox"/> Room 3 - Level 1	185 m <sup>2</sup>	100 Theatre style	60 Seated (at tables)	150 Standing
<input type="checkbox"/> Room 4 - Level 1	125 m <sup>2</sup>	70 Theatre style	40 Seated (at tables)	90 Standing
<input type="checkbox"/> Rooms 3 & 4 - Level 1	310 m <sup>2</sup>	170 Theatre style (additional chairs required)	100 Seated (at tables) (additional tables required)	240 Standing

### Important Notes:

**Set-Up:** Tables and chairs are provided. It is the hirers responsibility to set these up as per your own requirements.

**Pack-Down:** Tables, chairs & whiteboard to be wiped down following booking. Furniture is then to be packed to the side of the room (ex Room 2).

**Kitchen:** Level 1 Kitchen is available for use for Meeting Rooms 3 & 4 only. Any crockery/cutlery utilised to be loaded into the dishwasher following booking. Please note that kitchen access may be shared with other hirers at times.

## Requested Booking Dates

Please specify exact dates and times you require the venue.

(Includes set-up and pack-up time. Late departures will be charged at the full commercial rate).

Day of the Week	Date (or Dates Range for Repeat Hire)	Hire Start Time	Event Start Time	Hire End Time	Notes / Date Exceptions

## Declaration

- I have read and understand the following [Venue Hire Terms and Conditions](#) apply.
- I understand this is a booking request only and that the booking is not secured until written CONFIRMATION is issued.
- I understand that is payment is required to secure my booking (for non-recurring bookings).
- I understand that a security deposit may be required to secure my booking.

**NAME:**

**DATE:**

**SIGNATURE:**

**Please complete all sections and return this request to:**

**[RoomHireGlenroyHub@merri-bek.vic.gov.au](mailto:RoomHireGlenroyHub@merri-bek.vic.gov.au)**

**For any questions, please contact Blake Dickinson, our Venue Support Officer on:**

**9304 9767 or 0417 191 263**

**Click for more information and images on our website:**

**[Glenroy Community Hub \(merri-bek.vic.gov.au\)](http://GlenroyCommunityHub(merri-bek.vic.gov.au))**