

Glenroy Community Hub

Booking request form (2024/25)



Merri-bek
City Council

Contact Details

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

Event Details

Event Name:	Maximum expected attendance: (Must not exceed room capacity)
Brief description of event:	
Do you require the use of the Kitchen? (Only available in Meeting Rooms 3 & 4)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your event be serving food?	<input type="checkbox"/> Yes, sold <input type="checkbox"/> Yes, provided <input type="checkbox"/> No
Will your event have any alcohol? (Only available in Meeting Rooms 3 & 4)	<input type="checkbox"/> Yes, sold <input type="checkbox"/> Yes, provided <input type="checkbox"/> No
Is the food and/or alcohol provided by a professional caterer?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is your event open to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your event produce amplified music or loud noise? (Noise disrupting library or other bookings must be reduced when requested by Council Staff)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any external suppliers or other vehicles requiring access to loading areas?	<input type="checkbox"/> Yes, external suppliers <input type="checkbox"/> Yes, catering or internal deliveries <input type="checkbox"/> No
Please note any special requests / requirements:	

Venue Hire Details

- **Furniture:** There are a total of 25 tables and approximately 130 chairs provided for use between the two upstairs meeting rooms (3 & 4). These must be shared when there are hirers in each of the rooms. A whiteboard, lectern and microphone may also be available for use. Furniture in Meeting Room 2 is pre-set with 8 chairs and 2 tables.
- **Set-Up:** It is the hirers responsibility to set-up furniture provided as per your own requirements.
- **Pack-Down:** Tables, chairs & whiteboard are to be wiped down following bookings. Furniture is to be packed to the side of the room (ex. Meeting Room 2).
- **AV:** Meeting rooms can connect devices to the room projector and speakers (TV in Meeting Room 2) via 'Miracast' or a HDMI cable. In Rooms 3 & 4, Bluetooth connection to the room speakers is also available.
- **Wi-Fi:** Public Wi-Fi is available in all Meeting Rooms.
- **Kitchen:** The level 1 kitchen comes with the hire of Meeting Rooms 3 and/or 4. Any items used are to be loaded into the dishwasher following the booking. Please note that kitchen access may be shared with other users at times.
- **Hire Times:** The times booked must include any set up and pack down of the space. It is the hirers responsibility to remove all patrons and items from site, including external loading areas. For larger functions, all attendees must be offsite at least 30 minutes before the vacate time to allow adequate time to pack down the space. Any use of the site after the agreed upon hire time will be charged by the hour at double the rate of hire.
- **Bonds:** All social functions or after-hours bookings will be required to pay a bond. Any damages, use of the space past the agreed upon hire times and required cleaning will be taken from the bond.
- **Post Event Cleaning:** A post event cleaning fee is standard for all 'social' functions (or as deemed necessary by the Venue Officer), the cost of which will be deducted from the bond refund.
- Further [Venue Hire Terms and Conditions](#) apply.

Community Discount (50% of venue hire fees)

Community discounts are available to Registered Incorporated Associations and organisations publicly listed as 'Not-for-Profit' with the Australian Charities and Not-for-Profit Commission. To qualify, bookings must be made for activities directly related to the group's purpose. Social events, such as birthdays, engagements, and similar functions, do not qualify for the Community Discount.

Are you applying for the community discount?

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

☐

Yes

☐

No (go to venue selection)

Please select which applies:

☐

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

Organisations ABN:

☐

Registered Incorporated Association

Incorporated Number:

Venue Selection and Fees

Fees are applicable until 30 June 2025 and are subject to change after this date.

Venue Details	Capacities <small>(additional furniture may be required)</small>				Hire Rates <small>(per hour, GST inclusive)</small>				Post Event Cleaning Fee <small>(required for social functions)</small>
					Weekday rate		Weekend rate		
	Size	Seated at Tables	Theatre	Standing	Standard	Community Discount	Standard	Community Discount	
<input type="checkbox"/> Meeting Room 2 Ground Floor	16m²	8	N/A		\$23.90	\$11.95	\$47.80	\$23.90	N/A
<input type="checkbox"/> Meeting Room 3 Level 1	185m²	90	130	180	\$49.20	\$24.60	\$98.40	\$49.20	\$TBC
<input type="checkbox"/> Meeting Room 4 Level 1	125m²	60	90	120					
<input type="checkbox"/> Rooms 3 & 4 Combined space	310m²	150	220	300	\$98.40	\$49.20	\$196.80	\$98.40	

Booking Date(s)

Please specify exact dates and times you are requesting to book. All hours you require the venue (including set up and pack down) must be included.

For larger functions, all attendees must be offsite at least 30 minutes before the vacate time to allow adequate time to pack down the space. **Any use of the site after the agreed upon hire time will be charged by the hour at double the rate of hire.**

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

Declaration

- I have read and understand the [Venue Hire Details](#) & [Terms and Conditions](#).
- I understand this is a booking request only and that the booking is not confirmed 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 bond may be required to secure my booking.

NAME:

DATE:

SIGNATURE:

Please complete all sections and return this booking request to:

RoomHireGlenroyHub@merri-bek.vic.gov.au

For any questions, please contact Venue Support Officer on 0417 191 263

Click below for more information and images on our website:

[Glenroy Community Hub \(merri-bek.vic.gov.au\)](#)