

Bookings Form

Please ensure you read the Venue Hire Policy for all the conditions of use.

- Bookings are made via your Melbourne Library Service Card
- Ongoing bookings are taken in November each year
- Keys for after hours use must be collected during library opening (at least 45 minutes before closing)
- A security deposit must be made, it will be forfeited if:
 - The alarm is set off
 - Any external doors are left unlocked
 - An excessive amount of rubbish is left in the rooms/rooms are not left tidy
 - Loss of key
 - Breakages or loss of library property.
- Keys are returned via the library book chute at the end of the booking.
- Facilities must be left in a clean and orderly state

Booking Form

Today's Date:	
Name:	
Membership No:	
Telephone:	
Email:	
Date and time of room request:	

For more than 1 booking or annual bookings use the *Annual Meeting Room Bookings Form*.



Melbourne Library Service

City Library
253 Flinders Lane Melbourne 3000
Telephone 03 9658 9500

East Melbourne Library
122 George Street East Melbourne 3002
Telephone 03 9658 9600

North Melbourne Library
66 Errol Street North Melbourne 3051
Telephone 03 9658 9700

www.melbourne.vic.gov.au/libraries
Updated July 2008

MEETING ROOMS
@ EAST & NORTH
MELBOURNE
LIBRARIES



Melbourne Library Service

East Melbourne Library and

Community Centre

Designed to be ecologically sustainable the meeting room is located on Level 1 of the East Melbourne Library. The room is ideal for meetings, seminars and group activities.

Capacity

60 people (theatre style)
30 people for meetings and group discussion

Facilities

7 tables, 70 chairs
Lectern, PA system
Data show projector and screen
DVD and video access
Wireless internet
Electronic whiteboard
Access to kitchenette with fridge, urn, cups and saucers; dishwashing facilities.
Disabled access and toilets

Cost

Commercial rate: Full day (9am – 5pm) \$140
Per hour \$22
Community rate: Full day (9am – 5pm) \$27.50
Per hour \$4.40

Security Deposit all out of hours users: \$80
Community with library/council link: Free
Partners by negotiation

North Melbourne Library Meeting Room

Set in the historic North Melbourne Library the meeting room seats up to 50 people theatre style. The room is very popular for meetings and group activities.

Capacity

50 people (theatre style)
30 people for meetings and group discussion

Facilities

9 tables, 70 chairs
Lectern, PA system
Overhead screen
Video access
Whiteboard
Access to kitchenette with fridge, urn cups and saucers, dishwashing facilities
Disabled access and toilets

Cost

Commercial rate: Full day (9am – 5pm) \$140
Per hour \$22
Community rate: Full day (9am – 5pm) \$27.50
Per hour \$4.40

Security Deposit all out of hours users: \$80
Community with library/council link: Free
Partners by negotiation

Meeting Room Charges

What rate should I be charged?

The rate is dependant on the following criteria:

Commercial

- for-profit organisations
 - businesses
 - groups which charge fees for the activities held
- This includes private, local, state and federal government bodies, community and not for profit organisations that receive government funding. An example would be a theatre group which receives funding from local government but who charge for their activities. Another example would be a state government body running a training program for Work for the Dole.

Community with library links

Groups whose activities have clear links to the library, such as library sponsored book groups or Friends of the Libraries groups.

Community with council links

Groups convened or co-ordinated by City of Melbourne council officers. Library meeting rooms are not considered part of the council staff meeting facilities because they are primarily for public use. Therefore use by City of Melbourne must be considered in the context of public demand.

Community (all others)

Community-based groups, who do not charge fees for the activities held in the library facility.

Sponsorship

The Library Service may enter into a special arrangement with specific conditions for organisations that provide a direct community benefit and contribute to the library mission. Sponsorship decisions will be made by the Library Services Coordinator. There are separate guidelines to inform sponsorship decision-making.