

# BOOKABLE SPACES APPLICATION FORM

## BOYD

207 CITY ROAD, SOUTHBANK 3006  
03 9658 8314 [boyd@melbourne.vic.gov.au](mailto:boyd@melbourne.vic.gov.au)

### SECTION 1: BOOKING REQUEST

EVENT DATE	START TIME*	END TIME*

\*Include set up/pack down times

### ROOM REQUESTED

ASSEMBLY HALL	<input type="checkbox"/>	PRINCIPAL'S OFFICE	<input type="checkbox"/>
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### SECTION 2: HIRER'S DETAILS

NAME/ORGANISATION:			
CONTACT NAME:			
ABN:			
POSITION:			
HIRER TYPE:	<input type="checkbox"/>	Commercial/private	
	<input type="checkbox"/>	Not-for-profit (within the City of Melbourne boundaries)	
	<input type="checkbox"/>	Not-for-profit (outside the City of Melbourne boundaries)	
STREET ADDRESS:			
SUBURB:		STATE:	POSTCODE:
EMAIL:		PHONE:	
WEBSITE:			

### SECTION 3: EVENT DETAILS

ACTIVITY TITLE:			
ACTIVITY DESCRIPTION:			
NUMBER OF ATTENDEES:		ENTRY FEE:	\$

<b>FOOD/BEVERAGES:</b>	Food	<input type="checkbox"/>	Alcohol	<input type="checkbox"/>	Non-alcohol	<input type="checkbox"/>
<b>EQUIPMENT YOU WILL BE BRINGING:</b>						
<b>CONTACT DURING EVENT: (NAME AND MOBILE)</b>						

## SECTION 4: HIRER'S CHECKLIST

Certificate of currency	<input type="checkbox"/>	
Proof of not-for-profit status	<input type="checkbox"/>	
<b>AGREEMENT:</b>	I have read the Terms and Conditions of Hire and understand and agree to be bound by them, if my booking is accepted by Council. I acknowledge that this is an application only and acceptance of my offer is at the sole discretion of Council. <input type="checkbox"/>	
<b>SIGNATURE:</b>		<b>DATE:</b>

### FURTHER INFORMATION

**Commercial/private (users)** – are profit based organisations or individuals hiring venues for the sole benefit of that organisation or individual and / or as part of their normal operations.

**Organisations (users)** – are 'not-for-profit'.

**Community purposes** – is an activity, program or event that is provided free (or at minimal cost) for the participation of residents or workers from within the City of Melbourne.

#### Privacy

<http://www.melbourne.vic.gov.au/about-council/governance-transparency/policies-protocols/Pages/privacy.aspx>

**Submit form:** [boyd@melbourne.vic.gov.au](mailto:boyd@melbourne.vic.gov.au)

## OFFICE USE ONLY

<b>EVENT ID:</b>	<b>NOTES:</b>