



# Melbourne Library Service venue hire

## Community use application form

This form must be completed by all groups wishing to claim the community rate.

### Organisation details

Organisation: \_\_\_\_\_

Contact name: \_\_\_\_\_ Position: \_\_\_\_\_

Street address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Postal address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

ABN: \_\_\_\_\_ Incorporation number: \_\_\_\_\_

Melbourne Library Service membership number: \_\_\_\_\_

Short description of your organisation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Which venue are you using?

- Group study room – City Library
- Meeting room – East Melbourne Library
- Meeting room – North Melbourne Library

Eligibility criteria		
Is the organisation a charity or not-for-profit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the organisation based within the City of Melbourne municipality?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the organisation or event offer services or benefits to the City of Melbourne?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe the services or benefits to the City of Melbourne community, particularly if your organisation is not based within the City of Melbourne:		

Event details
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Type of event/activity:

- |   |                                      |  |
|---|--------------------------------------|--|
| <input type="checkbox"/> Workshop             | <input type="checkbox"/> Ceremony    | <input type="checkbox"/> Rehearsal (e.g. theatre, music) |
| <input type="checkbox"/> Conference / Seminar | <input type="checkbox"/> Fundraiser  | <input type="checkbox"/> Other (please describe):        |
| <input type="checkbox"/> Meeting / Forum      | <input type="checkbox"/> Group study | _____  |

What is the name of your event?

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Briefly describe your planned activity:

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Who is your target audience (who do you expect to attend) and how will you ensure City of Melbourne residents/community organisations benefit or are given the opportunity to participate?

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How many people do you expect to attend your event/activity?

Will you serve/provide alcohol at the event?  Yes  No

*Note: If Yes, your organisation must ensure and monitor that Responsible Serving of Alcohol guidelines are adhered to.*

Financial information
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Do you have other sources of funding (including from the City of Melbourne) contributing to this activity? If Yes, briefly outline what they are:

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## Insurance

It is recommended the hirer must be the holder of a current public liability policy underwritten by an insurer authorised to conduct insurance business in Australia.

Do you currently hold public liability insurance  Yes  No

Please supply a copy of a certificate of currency with your application

### Please note:

The Hirer agrees to indemnify and to keep indemnified the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made against them, or any of them, in connection with the Hirers performance or purported performance of its obligations under this agreement and be directly related to the negligent act, errors or omissions of the hirer. The Hirers' liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.

## Lodgement

**By Post** Venue hire  
Melbourne Library Service  
PO Box 1603  
Melbourne 3001

**In Person** City Library, 253 Flinders Lane, Melbourne, 3000  
East Melbourne Library, 122 George St, East Melbourne, 3002  
North Melbourne Library, 66 Errol St, North Melbourne, 3051

**By Email** [mlsroombookings@melbourne.vic.gov.au](mailto:mlsroombookings@melbourne.vic.gov.au)

**By Fax** 03 9658 9545

## Please note

- You must become a member of Melbourne Library Service to be eligible to book a library venue.
- Use the [Meeting room booking form](#) to submit your booking requests.
- To avoid disappointment, we recommend that you submit booking applications well in advance of your proposed dates.
- The success of your application will be communicated by email where possible, or by telephone, a maximum of 10 working days from receipt of your application.
- Applications for long-term bookings (per 6 months) can be made in May for July-December and November for January-June.