

Glenroy Community Hub

Booking request form (2025/26)



Venue Hire Details

- Furniture:** There are a total of 28 tables and approximately 130 chairs provided for use between the two upstairs meeting rooms (3 & 4). These are 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.
- Set-Up/Pack Down:** It is the hirers responsibility to set-up furniture provided as per your own requirements in Meeting Rooms 3 & 4. Tables, chairs & whiteboards are to be wiped down and packed to the side of the room following bookings. Meeting Room 2 must be returned to its original setting if altered.
- AV:** Devices can be connected to the room projector and speakers (a TV in Meeting Room 2) via 'Miracast' or 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 (GRH_Merri-Bek_Free_WiFi).
- Kitchen:** The use of 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:**
 - Meeting Rooms 3 & 4 are available for hire from 8am-10pm daily. Meeting Room 2 is available within [Library Hours](#). The venue is not available on Public Holidays.
 - The hire time must include the time required to set up and pack down 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.
 - There is a 1-hour minimum hire time (per day).
- 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 this will be determined and invoiced as part of the venue hire agreement.
- Further [Venue Hire Terms and Conditions](#) apply.

Contact Details

Name:	Organisation:
Phone:	Email:

Address: **Suburb:** **State:** **Post Code:**

Booking contact onsite on the day

As above

Name:

Mobile:

Venue Capacities and Fees

Fees are applicable until 30 June 2026 and are subject to change after this date.

Venue Details	Capacities				Hire Rates (per hour, GST inclusive)				Post Event Cleaning Fee (required for social functions)	
	Size	Seated at Tables	Theatre	Standing	Weekday rate		Weekend rate			
					Standard	Community Discount	Standard	Community Discount		
Meeting Room 2 Ground Floor	16m ²	8	N/A		\$24.65	\$12.30	\$49.25	\$24.65	N/A	
Meeting Room 3 Level 1	185m ²	80	130	180	\$50.70	\$25.35	\$101.35	\$50.70	\$TBC	
Meeting Room 4 Level 1	125m ²	55	90	120						
Rooms 3 & 4 Combined space	310m ²	135	220	300	\$101.40	\$50.70	\$202.70	\$101.40		

Booking Date

Please specify exact dates and times you are requesting to book. [Additional fields are available on page 3.](#)

All hours you require the venue (including set up and pack down) must be included.

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

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)

Yes

No

Will your event be serving food?

Yes, sold

Yes, provided

No

Will your event have any alcohol?

Yes, sold

Yes, provided

No

Is the food and/or alcohol provided by a professional caterer?

Yes

No

N/A

Is your event open to the public?

Yes

No

Will your event produce amplified music or other loud noise?

(Noise disrupting library or other bookings must be reduced when requested by Council Staff)

Yes

No

Are there any external suppliers or other vehicles requiring access to loading areas?

Yes, external suppliers

Yes, catering or internal deliveries

No

Please note any special requests / requirements:

Community Discount (50% of venue hire fees)

Community discounts are available to Organisations publicly listed as 'Not-for-Profit' with the Australian Charities and Not-for-Profit Commission, Registered State Government Entities, and Registered Incorporated Associations.

To qualify, bookings must be made for activities directly related to the organisation/group. Social events, such as birthdays, weddings, engagements, and similar functions, do not qualify for the Community Discount.

To be considered for the Community Discount, select which applies:

If selected, please provide relevant ABN or Incorporated Number as evidence:

Additional Booking Dates

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.

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 payment may be required to secure my booking.
- 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 \(merri-bek.vic.gov.au\)](http://GlenroyCommunityHub (merri-bek.vic.gov.au))