Glenroy Community Hub

Staff Booking Form

Merri-bek City Council

Staff Booking Important Notes

At this venue, the Council Officer onsite on the day is responsible for:

- Setting up furniture as per booking requirements.
- Wiping down furniture and packing items to the side of the room (or in storerooms) following the booking.
- Facilitating catering arrival and setting out crockery/coffee stations.
- Loading any items used from the kitchen into the dishwasher following the booking.
- Ensuring no rubbish, food or other material is left behind in the room or kitchen and the space is left neat and tidy. **A cleaning fee may be applied if left in an untidy state.**

Contact Details **Council Officer responsible for this booking:**	
Name:	**Branch:**
Phone:	**Email:**
Council Officer onsite on the day:	
☐ **As above**	
Name:	**Mobile:**

Event Details	
Event Name:	**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) *Council Officer responsible for the booking to set up crockery and coffee station as required. Any crockery/cutlery utilised to be loaded into the dishwasher following booking.*	☐ **Yes** ☐ **No**
Will your event have food/catering? Council Officer responsible for the booking to arrange & facilitate catering. Room must be left in a tidy state following booking.	☐ **Yes** ☐ **No**
Please note any special requests / requirements:	

Venue Selection

Which Meeting Room do you wish to book?

Venue Details	Capacities (additional furniture may be required)			
	Size	Seated at Tables	Theatre	Standing
☐ **Meeting Room 2** Ground Floor	16m²	8	N/A	
☐ **Meeting Room 3** Level 1	185m²	80	130	180
☐ **Meeting Room 4** Level 1	125m²	55	90	120
☐ **Rooms 3 & 4** Combined space	310m²	135	220	300

Meeting Room 3 & 4 Important Notes:

Set Up: Tables and chairs are provided. Council Officer responsible for the booking to set these up as per requirements.

Pack Down: Tables, chairs & whiteboard to be wiped down and packed to the side of the room following booking.

Kitchen: Level 1 Kitchen is available for use. Please note that kitchen access may be shared with other hirers at times.

Requested Booking Dates

Please specify exact dates and times you require the venue (includes set-up and pack-up time)

Date	Set Up Time	Event Start Time	Vacate Time	Notes

Declaration	
• This booking is for council business only. Any booking in partnership with an individual or organisation will require a signature from a Unit Manager/Director. • I have read and understand the following Venue Hire Terms and Conditions apply. • I understand this is a booking request only and that the booking is not secured until written CONFIRMATION is issued. • I declare this is a Council event supervised onsite by the officer named in this form. • I understand that the onsite supervisor is responsible for ensuring no rubbish, food or other material is left behind in the room or kitchen and the venue is left neat and tidy. • I understand that the onsite supervisor is responsible for setting up furniture as per booking requirements and packing away furniture following the booking.	
NAME:	**DATE:**
SIGNATURE:	

Please complete all sections and return this request to:
RoomHireGlenroyHub@merri-bek.vic.gov.au

For any questions, please contact Blake Dickinson, our Venue Support Officer on:
0417 191 263

Click for more information and images on our website:
Glenroy Community Hub (merri-bek.vic.gov.au)