

BOOKABLE SPACES APPLICATION FORM

LIBRARY AT THE DOCK

107 VICTORIA HARBOUR PROMENADE, DOCKLANDS 3008

03 9658 9161 bookingthedock@melbourne.vic.gov.au

SECTION 1: BOOKING REQUEST

EVENT DATE	START TIME*	END TIME*

*Include set up/pack down times

ROOM REQUESTED

ACTIVITIES ROOM	<input type="checkbox"/>	THE TERRACE	<input type="checkbox"/>
PERFORMANCE SPACE (if more than 30 people attending the Community Room must be booked as well)	<input checked="" type="checkbox"/>	EDITING SUITE AND RECORDING STUDIO	<input type="checkbox"/>
COMMUNITY ROOM	<input type="checkbox"/>	PRACTICE ROOM 1	<input type="checkbox"/>
MEETING ROOM 1	<input type="checkbox"/>	PRACTICE ROOM 2	<input type="checkbox"/>
MEETING ROOM 2	<input type="checkbox"/>	MULTIPURPOSE ROOM (Located at Community Hub at The Dock)	<input type="checkbox"/>
MEETING ROOM 3	<input type="checkbox"/>		

SECTION 2: HIRER'S DETAILS

NAME/ORGANISATION:	
CONTACT NAME:	
ABN:	
POSITION:	
HIRER TYPE:	<input type="checkbox"/> Commercial/private
	<input checked="" 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:	\$		
FOOD/BEVERAGES:	Food	<input type="checkbox"/>	Alcohol	<input type="checkbox"/>	Non-alcohol <input type="checkbox"/>
EQUIPMENT YOU WILL BE BRINGING:					
CONTACT DURING EVENT: (NAME AND MOBILE)					

SECTION 4: HIRER'S CHECKLIST

Certificate of currency	<input type="checkbox"/>	
Proof of not-for-profit status	<input type="checkbox"/>	
AGREEMENT:	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"/>
SIGNATURE:		DATE:

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: bookingthedock@melbourne.vic.gov.au

OFFICE USE ONLY

EVENT ID:	NOTES:

LIBRARY AT THE DOCK PERFORMANCE SPACE TECH INFO

This form must be completed and returned prior to your event by email to the hubs officer or to bookingthedock@melbourne.vic.gov.au

Date of Event:

What equipment provided in the space do you intend to use for your event?

Equipment	Please tick or x	Note
Wireless microphones (3x hand held, 1x lapel)		Brief induction required
Lectern (2 x inbuilt mics)		
Projector (HDMI and VGA inputs provided)		Controlled from Crestron touch screen
PC (includes internet connection, Microsoft Office with Powerpoint etc)		Connected to projector - controlled from Crestron touch screen
Allen & Heath Audio Mixing Desk		AV Staff and/or Brief induction required
Martin M2GO Lighting Desk		AV Staff and/or Brief induction required
1x powered fold back speaker		AV Staff and/or Brief induction required
Infrared wireless hearing assistance headphones		Brief induction recommended

Do you intend to bring any additional audio/visual equipment to use in the space? Please detail.

Are you hiring your own AV staff for the event?

To be completed with staff after AV induction:

I have completed an AV induction on the equipment selected above:

Name:

Organisation:

Signature: