



Mitcham Memorial Library Meeting rooms

BOOKING REQUEST

Name			Organisation/ group/business	
Phone			Email	
Address				
Room(s) required			Number of attendees	
Date of hire			Hours of hire	
Purpose of hire				
Community/private use	Business/commercial use	<i>(Strike out whichever does not apply)</i>		
Additional information (re event, setup, equipment required etc)				
INSURANCE — Do you have Public Liability Insurance?			YES / NO	
<p><i>Private and casual hirers</i>, in paying the room hire fee, will be covered by a Casual Hirers Public and Products Liability Insurance Policy taken out by the City of Mitcham on the hirer's behalf.</p> <p><i>All groups, businesses and incorporated bodies OR regular hirers (more than once a month)</i> hiring the Mitcham Memorial Library Meeting Rooms must provide proof of Public Liability Insurance to the value of at least \$20 million (\$20,000,000). Please attach a copy of the one page Certificate of Currency of your Public Liability insurance policy.</p>				
ALCOHOL — Will alcohol be served at this event?			YES / NO	
<p><i>Please note:</i> If alcohol is being sold or is served at any function which involves money changing hands (entry fee, membership fee, donation, sales etc) a Limited Licence is required. Applications for this licence must be lodged with the Office of the Liquor and Gambling Commissioner at least 14 days prior to the event. We will need to view a copy of the Licence before access to the facility is provided.</p>				
I acknowledge that I have read and understand the <i>Terms and Conditions of Hire</i> and agree to abide by those conditions.				
Name			Position	
Signature			Date	