

# Meeting Space Booking Form

email form to Ballina Shire Council • e [communityspaces@ballina.nsw.gov.au](mailto:communityspaces@ballina.nsw.gov.au)  
 t 02 6687 6291 • w [communityspaces.com.au](http://communityspaces.com.au)



This form is only to be used for sit down meetings where a known number of participants have agreed to meet and discuss agenda items, or participate in theoretical learning. THIS FORM IS TO BE USED IN CONJUNCTION WITH THE COMMUNITY SPACES GUIDEBOOK. **IF YOUR EVENT HAS AMPLIFIED MUSIC OR ALCOHOL, COMPLETE A LARGE EVENT FORM**

## Hirer Details

Organisation Name and Department (if applicable)		Account Number (if known)	
<input type="text"/>		<input type="text"/>	
Booking/Function/Event Name		Purchase Order	
<input type="text"/>		<input type="text"/>	
Booking Contact (First and Surname)	Mobile Phone	E-Mail	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Billing Address			
<input type="text"/>			
Billing Contact (First and Surname)	Mobile Phone	E-Mail	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
On Site Contact (First and Surname)	Mobile Phone	E-Mail	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

## Booking Times and Dates

Number of Participants	Room Access Time	Arrival Time	Pack Up Time	Departure Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Date of Booking	Last Date of Booking	Regularity of Booking	<input type="checkbox"/> Single Meeting	<input type="checkbox"/> Fortnightly
<input type="text"/>	<input type="text"/>		<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
Days of Booking	<input type="checkbox"/> Monday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Friday	<input type="checkbox"/> Sunday
	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Saturday	<input type="checkbox"/> School Holidays
<input type="checkbox"/> Public Holidays				
Other (details of recurring bookings)				
<input type="text"/>				

## Space Requirements

### Lennox Head Cultural and Community Centre

- 1 Meeting Room
- 2 Meeting Rooms
- 3 Meeting Rooms
- Activity Room
- CWA Hall
- Childrens Area
- Health Care Office

### Kentwell Community Centre

- The Foyer
- Interview Room 1
- Interview Room 2
- Meeting Room 1
- Meeting Room 2
- Combined Meeting Rooms

### Jingi Wahla Rooms: Ballina Surf Club

- Function Room 1: The Jullum Room
- Function Room 2: The Gawandi Room
- Function Room 3: The Dirrawong Room
- Combined Rooms 1&2
- Combined Rooms 1,2 &3

### Alstonville Leisure and Entertainment Centre (ALEC)

- Sports Hall
- Multi-Function Hall
- Meeting Room

### Regional Halls

- North Lakes Public Hall
- Pimlico Hall
- The Richmond Room

## Furniture/Equipment Requirements - *please specify number needed (no charge)*

Chairs

Tables

White Board

*Site Specific Equipment is Available to Hire for Each Space, at a Small Cost. Please Ask Our Staff for Details*

## Meeting Details

Briefly outline the activities that you will be undertaking and any special requirements:

## Agreement

By signing this form, you are agreeing to the following;

The hired space will be used for "sit down meetings" only, precluding exercise classes, sporting activities, or physical activity that could reasonably be assessed as a risk to participants. *(Please use the "Activity Booking Form" for such events)*

The meeting will have less than 50 attendees, food and/or alcohol will not be served, there will not be live entertainment provided, products will not be demonstrated or sold on the day, no portion of the space will be sub-let, setting up and packing down of the event will take less than 5 minutes. *(Please use the "Function/Event Expression of Interest" for such events)*

I have read, understood and agree to abide to the Terms and Conditions as outlined on Ballina Shire Community Spaces website at <https://www.communityspaces.com.au/v1/2-uncategorised/232-terms-conditions>

I declare that when children, under the age of 18 years, will be included in this meeting/event then parents and or guardians will be present for the duration of the event.

If parents/guardians are not present I declare that I have, and will maintain, over the term of my hire a working with children check.

I am fully aware that I am responsible for the setting up, packing down and cleaning of the hired space, and that I have booked enough time to complete these tasks. (Failure to do so could result in additional charges for cleaners, Council Staff, or lost bookings)

Signed:

Date: