

Meeting Space Booking Form

email form to Ballina Shire Council • e communityspaces@ballina.nsw.gov.au
 t 02 6687 6291 • w 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)

Booking/Function/Event Name

Booking Contact (First and Surname)

Mobile Phone

E-Mail

Billing Address

Billing Contact (First and Surname)

Mobile Phone

E-Mail

On Site Contact (First and Surname)

Mobile Phone

E-Mail

Booking Times and Dates

Number of Participants

Room Access Time

Arrival Time

Pack Up Time

Departure Time

First Date of Booking

Last Date of Booking

Regularity of Booking

Single Meeting

Fortnightly

Weekly

Monthly

Days of Booking

Monday

Wednesday

Friday

Sunday

Tuesday

Thursday

Saturday

School Holidays

Public Holidays

Other (details of recurring bookings)

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 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

Please select the most appropriate:

The meeting is for a Registered Business, Sole Trader, Partnership

The meeting is for a Community Group, Charity, or Registered Not-For-Profit Organisation

Other (*more information*):

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 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: