

# 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.



## Hirer Details

Organisation Name and Department (if applicable)

Account Number (if known)

Booking/Function/Event Name

Purchase Order

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

## Space Requirements

### Alstonville Leisure and Entertainment Centre (ALEC)

- Sports Hall
- Multi-Function Hall
- Meeting Room

### Ballina Indoor Sports Centre (BISC)

- Consult Room
- Meeting Room 1
- Meeting Room 2

### 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 "Physical Activity Booking Form")*
- No portion of the space will be sub-let, setting up and packing down of the event will take less than 5 minutes.
- 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: