

Carnarvon Library Meeting Room Booking Form



If you wish to book the Meeting Room please read the *Meeting Room Terms and Conditions of Use* and then fill in the form below. Alternatively, contact the Library on 08 9941 3727 or by email at library@carnarvon.wa.gov.au

Please be advised that submitting the booking form does not guarantee that the booking has been accepted. You will be contacted either by email or phone with confirmation.

Organisation

Name: _____

Type of Group: Commercial ____ Non-profit-Community ____ Volunteer ____

If requiring an invoice, please supply a purchase order number: _____

Contact Details

Name: _____

Phone No: _____

Email address: _____

Postal Address: _____

Booking Details

Date required: _____

Time required: _____

Number of attendees: _____

Preferred payment method: _____

Additional requirements: ☐ Projector ☐ Whiteboard ☐ Wi-Fi ☐ Power Board

I _____

on behalf of _____ (name of Group)
have read the Meeting Room Terms and Conditions and agree to abide by them.

Meeting Organiser

Coordinator Library Services (or representative)

Signature: _____

Signature: _____

Date ____ / ____ / ____

Date ____ / ____ / ____