



## RUSSIAN **PENGIL**

LIBRARY MEETING ROOM BOOKING SERVICE



YOUR ONE (1) HOUR BOOKING



from

<<time>>

on

<<xxx>>

day

<<date>>



**FIRST NAME\*** 

SURNAME\*

\* MANDATORY FIELDS

ORGANISATION\* (or n/a)

**ADDRESS\*** 

SUBURB\*

ACT LIBRARY CARD NUMBER (\* IF BOOKING FOR STUDY)

STATE\*

**PCODE\*** 

REASON FOR BOOKING\* (CHOOSE FROM DROP LIST)

REASON FOR BOOKING (EXTRA NOTES IN YOUR OWN WORDS)

DRIVERS LICENSE NO.\* (IF BOOKING ON BEHALF OF AN ORGANISATION)

PHONE NO.\*

**EMAIL ADDRESS\*** 

I HAVE READ THE PRIVACY POLICY

I DECLARE THAT I HAVE BEEN GIVEN AUTHORITY TO BOOK A ROOM FOR THE ABOVE ORGANISATION

I UNDERSTAND THAT THE BOOKING IS UNCONFIRMED UNTIL RECEIPT OF AN EMAIL OR TEXT MESSAGE

## THANK FOR FILLING OUT THE FORM

WHEN WE CONFIRM YOUR 1 HOUR BOOKING BY EMAIL (WITHIN 1 BUSINESS DAY OR ASAP ON FRIDAYS) WE WILL UPDATE THE 'FORWARD AVAILABILITY' SITE TO REFLECT YOUR BOOKING

