

Venue booking



Booking Details

Name of Venue:	Day & Date:
Start*:	Finish*:
Name and arrival time of contact person on the day:	
Contact number on the day:	Number of Guests:
Name of event:	
Hire Fee:	Additional Charges (e.g. security)

*Start and finish times must provide adequate time for setting up and clearing away activities for both you and your caterers. Additional charges may apply if the venue is not vacated by the nominated finish time.

Hirer	Address for invoice (if different to hirer)
Contact person:	Name:
Organisation:	Organisation:
Postal Address:	Postal Address:
Email:	Email:
Telephone:	Mobile:

Caterer

Name of Company:	Contact Name:		
Telephone:	Mobile:	No of staff:	Arriving at:

Caterers who have not previously catered events at the State Library events must attend an induction – please advise your caterer to contact Venue Hire staff on (08) 8207 7258 to arrange an induction.

Audio/Visual

Please tell us if you are intending to use additional AV equipment for your event. If yes, please describe and contact Venue Hire staff at venue.hire@slsa.sa.gov.au or (08) 8207 7258 to discuss:

Set Up

Description of Event (e.g workshop, lecture, boardstyle)

The completed **Venue Booking form** and the signed **Conditions of Venue Hire form** can be either faxed back to (08) 8207 7350, scanned and emailed to venue.hire@slsa.sa.gov.au or posted to the Venue Hire Coordinator, State Library of SA, GPO Box 419, Adelaide SA 5001. An email confirming your booking will be forwarded within 3 working days to the email address you have provided.

Should you wish to discuss your proposed booking, please ring the Venue Hire team on (08) 8207 7258.

Please indicate if you would like to receive promotional information on State Library events YES NO
