



TOWN OF VINCENT

APPLICATION FOR MEDIA TRAINING ROOM HIRE

Town of Vincent Library and Local History Centre

THIS IS NOT CONFIRMATION OF A BOOKING

This application form must be completed and returned to the Manager,
Town of Vincent Library and Local History Centre, 99 Vincent Street LEEDERVILLE WA 6007
PO Box 82, LEEDERVILLE WA 6902 Tel: (08) 9273 6090 Fax: (08) 9273 6098

Name of Organisation:

Contact Name:..... Tel (h):..... (w).....

(m) Email:

Address:..... Postcode:.....

Room being used for:

Date of Function:/...../20..... **Estimated Attendance:**

Start Time of Function: **Finish Time:**

List Any Fees You Will be Charging:.....

Please State All Additional Equipment You Will Be Bringing Into The Venue:.....

.....

Are library and staff required? Yes / No If yes, how many?

I accept responsibility for compliance with the Local Laws for the use of Council Property.

Applicant/s Signature: Date:/...../20..

Media Training Room

The Media Training Room has 10 computers, a whiteboard, a printer, a projector, and a wireless keyboard, which is linked directly to the projector, for the trainer's use. All of the USB ports are enabled, as well as the CD/DVD drive.

The computers are loaded with the Microsoft Word, Excel, Power Point and Outlook; Adobe Acrobat Reader and Flash Player; and all have access to the Internet.

It is not possible to load any new software onto these computers.