

INFORMATION

Approx. room size: **5mx6m**
Maximum capacity: **20 persons (theatre style)**

Available facilities:

- Cool drinking water
- Stackable chairs and foldable tables
- Public Wi-Fi access

Available equipment upon request (no cost):

- Large Smart TV
- Audio Visual via HDMI
- Mobile whiteboard

Note: no kitchen facilities present in the room



BOOKING HOURS

Meeting room bookings are available **during library opening hours only...**

Monday - Friday:

9.00am-5.00pm

Thursday: 9.00am-7.00pm

Saturday: 9.00am-1.00pm



FOOD & DRINK

- User/s welcome to arrange their own catering or bring in beverages (**room has no kitchen facilities or running water**)
- Cool water bubbler is available for use
- The room must be left **clean and tidy**

BOOKING TIMES & FREE USER RESPONSIBILITY

Bookings may be scheduled **close together**. It is the responsibility of the person making the booking to:

- Be mindful of their **allocated booking time**
- Include **set-up time before their meeting**
- Include **pack-down and clean-up time** after their meeting
- **Vacate the room on time** for the next booking or library closure/staff shift



Your total time must cover all requirements from start to finish, not just for the meeting itself.
Thank you

CONDITIONS OF ROOM USAGE

- **No smoking**
- **No alcohol**
- **No pets allowed**
(Exception: assistance animals)
- Furniture and equipment must be returned to the original positions
- The room must be left **as you found it**

As a free venue, failure to follow these conditions may impact future booking approvals.

CANCELLATIONS

If you need to cancel your booking, please contact us:

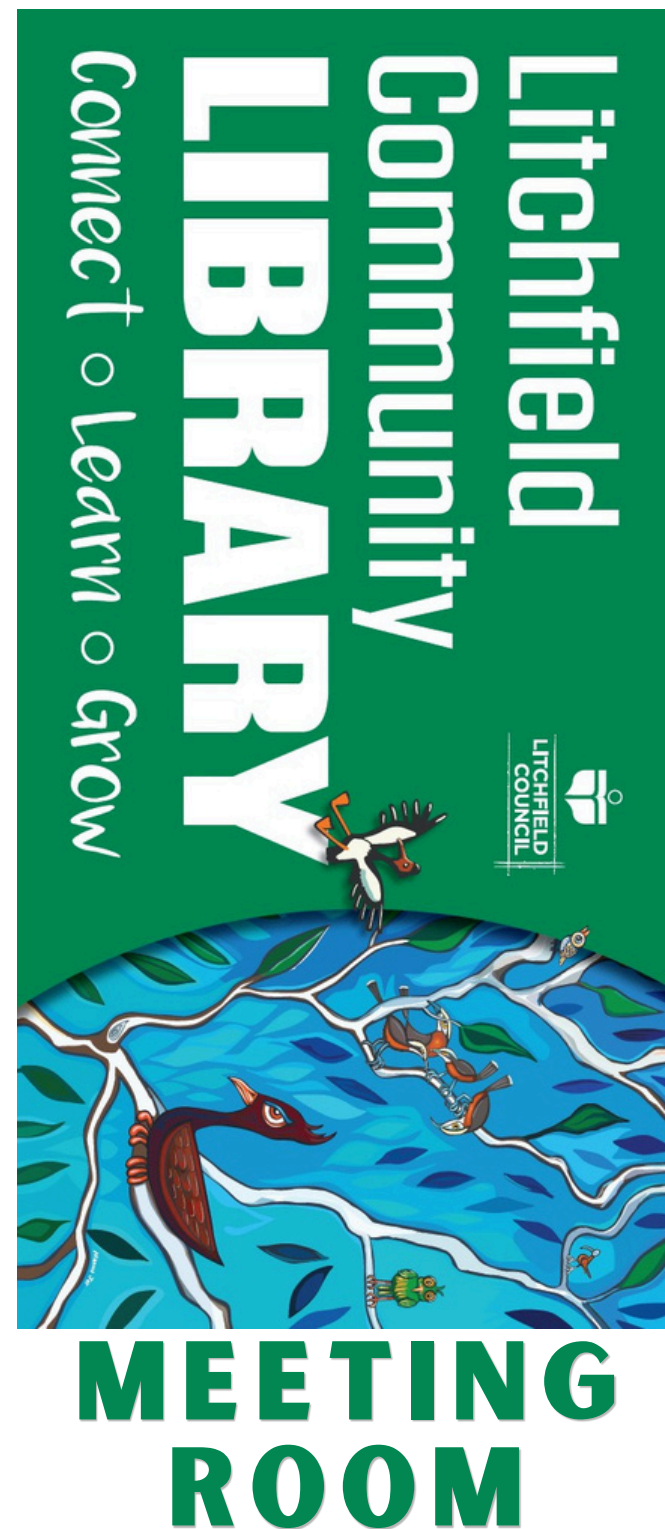
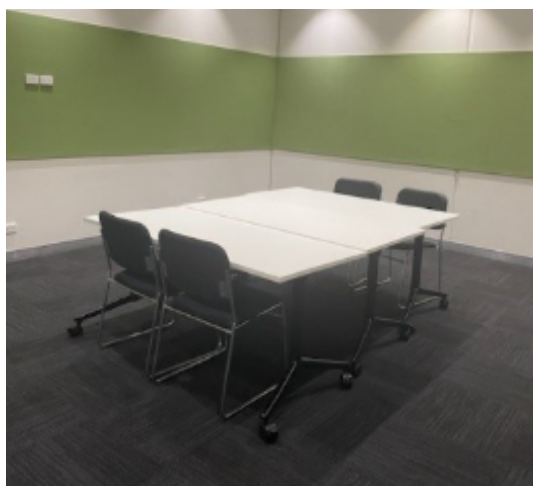
Phone:
(08) 8988 1200

Email:
library@litchfield.nt.gov.au

BOOKINGS

Should you wish to proceed with a booking for the Library Meeting Room, please book through Litchfield Council website (*link below*) or via scanning the QR code provided here:

<https://litchfield.nt.gov.au/form/library-room-booking-form>



Litchfield Community LIBRARY

Connect • Learn • Grow

LITCHFIELD COUNCIL

MEETING ROOM

The graphic features a green background with white text. At the top, it reads 'Litchfield Community LIBRARY' in large, bold letters. Below this, the tagline 'Connect • Learn • Grow' is written in a smaller font. The Litchfield Council logo is positioned to the right. The bottom half of the graphic is dominated by a large, colorful illustration of a tree with a blue trunk and branches, set against a blue background with green leaves. Various birds are depicted on the branches. At the very bottom, the words 'MEETING ROOM' are written in large, bold, green letters.