

Application and Conditions of Hire Library Meeting Room

Library..... Cobram Euroa Shepparton

Organisation Name/Group: _____

Contact name: _____

Address: _____

Phone: _____ A/H: _____

Mobile: _____ Email: _____

Category of user: Library Associates

Community

Commercial

Date and time required: _____

Purpose of booking: _____

Estimated attendance: _____

If this is a regular booking, please indicate frequency required:

Weekly Fortnightly Monthly Other: _____

End date: _____

Payment method: Cash EFTPOS

Cheque Invoice required

Doc Name: Application and Conditions of Hire – Meeting Rooms			Prepared By: J. Wyllie
Status: FINAL	Review Date : June 2020	Issue Date 27/6/2019	Approved By: Board

Agreement:

I have read the Conditions of Hire and agree to comply with the terms contained therein. I will ensure that all attendees comply with those conditions.

Signed: _____

Date: _____

Office Use Only:

Date received: _____

Booking confirmed: _____

Library Co-ordinator signature: _____

Fee Schedule

Library Associates	Community Charitable / social / community service / not-for-profit organisations	Commercial For profit / publicly funded organisations
<ul style="list-style-type: none">• Library Board• Staff Meetings• Friends of the Library• Member Councils	<ul style="list-style-type: none">• CWA• Senior citizens• Study groups• Service clubs e.g. Lions etc.• Environment groups• Community interest/support groups• U3A	<ul style="list-style-type: none">• Accountants.• Consultants.• Retailers / traders• Statutory Authorities• Water Corporations• Schools / Universities
Hire :Free of charge	Hire : Free of charge	Hire : \$40 per hour (inc GST)
	Cleaning :\$40/hour or part thereof if required	Cleaning :\$40/hour or part thereof if required

1.0 Facilities available

Facilities	Cobram	Euroa	Shepparton	
Capacity – theatre set up	20	45	40	
Capacity - tables	10 /3 tables	16+	24 / 4 tables	
Kitchenette, Crockery, Cutlery, tea towels, cleaning equip. etc	Yes	Yes	Yes	
Fridge	Yes	Yes	Yes	
Dishwasher	No	Yes	No	
The hirer must provide their own consumables i.e. tea, coffee, sugar, milk etc				
WiFi	Yes	Yes	Yes	
Smart TV	Yes	Yes	Yes	
Projector	No	Yes	No	
The hirer must provide their own PC, laptop, device, cables and power extension cables.				
Whiteboard, markers, eraser	Yes	Yes	Yes	
Toilet – all abilities	Yes	Yes	Yes	
Baby change room	Yes	Yes	Yes	
After hours availability and access	Yes	Yes	No	
First Aid Kit	Yes	Yes	Yes	
Contacts	email	cobram@gvrlc.vic.gov.au	euroa@gvrlc.vic.gov.au	shepparton@gvrlc.vic.gov.au
	phone	1300 374 765	1300 374 765	1300 374 765

2.0 General Conditions of Hire

- a. The Hirer agrees to use the meeting room only for the purpose described on the Meeting Room Booking form. No bookings on behalf of third parties or tentative bookings will be accepted.
- b. Bookings will be accepted from adult applicants only.
- c. The Hirer must ensure that the room capacity is not exceeded.
- d. At the end of the hire period, the Hirer must remove all their property. All doors are to be locked, all lights are to be switched off and all exits secured. Items left behind will be held in Lost Property, and disposed of according to this Policy if not claimed.
- e. Goulburn Valley Libraries must be notified of all damage, breakage or injury to the room, facilities or persons immediately if possible or by close of the next business day. Hirers will be invoiced for repair of damage or replacement costs incurred.
- f. Goulburn Valley Libraries will accept no responsibility for any damage, loss or theft of any property of the hirer.
- g. Failure to comply with these Conditions of Hire may result in future bookings being refused, and/or action to recover any amounts due in respect of the breach.

3.0 Bookings

- a. Applicants must complete a Meeting Room Application and submit via email or in person to the library. Bookings will be confirmed via email within 3 working days of the application being lodged.
- b. Booking time must be for a minimum of one hour, and include time for set-up and clean-up.

4.0 Regular Bookings

- a. Bookings can be made for an ongoing period, up to 12 months in advance.
- b. Failure to use the room on agreed dates and times without notification will incur the regular booking fee. Goulburn Valley Libraries reserves the right to cancel further bookings.
- c. There is no guarantee that regular bookings will be renewed past 12 months.

5.0 Cancellation or Non-attendance

- a. Cancellations made with 5 or more days notice will incur no penalty and refunds will be given if pre-paid.
- b. A Fee equivalent to the Hire Fee may be charged if a booking is cancelled with less than 5 days notice.
- c. Non-attendance on the day of the booking will incur the full Hire Fee.

6.0 Indemnity

- a. The Hirer agrees to indemnify and keep indemnified the building owner (Council) and Goulburn Valley Libraries against any action, claim or demand whatsoever that arises or may arise as a result of the Hirer's acts, omissions or neglect.
- b. The Hirer indemnifies the building owner (Council) and Goulburn Valley Libraries for the loss or damage of any equipment, property or personal belongings.

7.0 Public Liability Insurance

- a. Goulburn Valley Libraries holds Public Liability Insurance that covers users of the Meeting Room when engaged in any usual library activity, including holding meetings, activities and library events. Goulburn Valley Libraries insurance does not extend cover for any loss or damage due to any act, omission or negligence by the Hirer or any other person or group connected with the Hirers use of the premises.
- b. It is recommended that Public Liability Insurance is held by Hirers. A Certificate of Currency of the Hirers Public Liability Insurance may be requested if the activity is deemed "high risk".

8.0 Fees and Charges

- a. The Fee Schedule outlines hourly hire fees, GST inclusive, and may be amended from time to time. Payment may be by cash, cheque, EFTPOS or invoiced.

9.0 Cleaning

- a. The meeting room must be left in a clean and tidy condition. Furniture is to be returned to its original position. All crockery is to be washed, dried and stored - rubbish is to be placed in bins.
- b. A cleaning fee will be charged if the room is not left in a clean and tidy condition.

10.0 Other

- a. The Hirer is responsible for the behaviour of all attendees at the event, including the appropriate supervision of attendees under 18 years of age.
- b. Blu Tac may be used to attach Items to walls and must be removed when finished.
- c. Fire exits must be kept clear at all times.
- d. All electrical equipment brought into the Meeting Room must show evidence of a current electrical safety check.
- e. Occupational health and safety is the responsibility of all parties.