

THE GOLDFIELDS LIBRARY CORPORATION (the Corporation) GRANTS THE HIRE OF ROOMS AND ACTIVITY SPACES SUBJECT TO THE FOLLOWING CONDITIONS.

BOOKING, CONFIRMATION AND PAYMENT

1. The Goldfields Libraries meeting rooms and activity spaces are not available for private family functions or parties.
2. Provisional bookings may be made over the telephone or by email but will not be confirmed until a complete *Room Hire Booking Form*, is submitted. The form must be submitted within seven (7) days of the reservation being made.
3. The minimum booking time for any meeting room/activity space is 2 hours.
4. Set-up and pack-up times need to be included in the booking time.
5. Hire fees shall be in accordance with the *Schedule of Room Hire Fees*.
6. At the end of the month in which the hire takes place, an invoice will be mailed to the hirer unless prior arrangements for payment have been made. Payment must be made within 7 days of the invoice date. Overdue invoices of more than 30 days will result in the suspension of all future bookings until payment is received.

CANCELLATION FEES

7. The hirer nominated on the *Room Hire Booking Form* is responsible for notifying the Corporation if the identity of the hirer and/or contact person changes.
8. If a booking is cancelled more than 30 days prior to the meeting date there will be no charge to the hirer. Any cancellation within 24 hours prior to the date of hire will result in a cancellation charge of 75% of the fee being levied. Failure to notify cancellation will result in the full fee being charged.
9. Hire of the room in any particular year does not imply the right to further use in subsequent years.

LIABILITY OF HIRER

10. Hirers may require Public Liability Insurance if activities are deemed a risk to library users and/or Corporation assets.
11. Hirers are responsible for worker's compensation or similar insurance over their staff or voluntary workers and for all insurance coverage on goods and services they cause to be brought into the building. No responsibility will be borne by the Corporation for any goods and services owned by the hirer.
12. The hirer shall at all times indemnify the Corporation from and against the loss of or damage to the building, any property owned or possessed by the Corporation and situated therein, and any person on the premises, from whatever cause the same may arise during the period of hire.
13. The hirer is required to leave the premises in a clean and tidy state. Any cost incurred by the Corporation in cleaning the premises shall be recoverable from the hirer.
14. The hirer accepts financial responsibility for any damage caused to the building or equipment beyond normal wear. The person nominated in the *Room Hire Booking Form* is responsible for any charges incurred by the group.

15. The floors, walls, curtains or any other part of the building or any fittings or furniture shall not be broken, pierced by nails or screws or in any other way damaged.
16. Hirers under the age of 18 years must have the *Room Hire Booking Form* completed by an adult who will be supervising the function.
17. No person shall smoke any tobacco product in any part of the building or any part of the meeting rooms. Smoking is not permitted within 5 metres of an entrance or air intake to a library building and ashtrays are not permitted near doors or air intake.
18. Any electrical equipment brought into the meeting rooms or activity space by the hirer must be in good working order.
19. If set up is required outside of library hours prior arrangements will need to be made with library staff.

USE OF FACILITIES

20. Hirers must comply with the 'out of hours instructions' provided if using the activity rooms outside of normal library hours.
21. Casual users failing to correctly disclose the exact nature of the function or proposed use of the facility on the hire form will result in the loss of this or any future booking of the library facilities.
22. Rooms must be left clean and tidy for the next meeting room users. Furniture and equipment is to be returned to where they were found. Crockery washed, dried and returned to the storage cupboard. Rubbish is to be deposited in the bins provided and perishables removed from the fridge.
23. The hirer is responsible for the room setting they require, provided that they are arranged in conformity with Public Health Regulations. Library staff will not set up of furniture. Operation of audiovisual equipment is the responsibility of the hirer. Instruction sheets for all audiovisual equipment will be available in all rooms and activity spaces.
24. Always familiarise yourselves with emergency exits.