



Terms and Conditions - Library Meeting Room Hire

Facility Features

Room seats up to 25 people (theatre style)
Tables to accommodate up to 15 people
65" LED monitor
65" conferencing monitor and equipment
65" LED whiteboard

Hot water & kettle
Tea, coffee, UHT milk & sugar
Crockery
Washing up facilities
Refrigerator

Bookings

- Recurring bookings can be made up to 6 months in advance, via the Library Meeting Room Booking Application Form (see back page)
- Submission of an application does not guarantee room availability
- If booked for use during library opening hours (Mon-Fri 9:00am-5:30pm & Sat 9:00am-1:00pm), the room must be vacated by 6:00pm Mondays-Fridays, and 1:00pm Saturdays
- The meeting room may be booked for use outside library opening hours
- If using outside library opening hours, collect keys and make payment before the day of use (during library opening hours)
- Payment is required before use of the facility
- If the booking has been pre-paid, please supply a receipt number on the day of use

Usage

- Time for set-up must be booked and paid for
- The room must be left in a clean state, all rubbish to be placed in bins provided
- Hirer shall ensure that all attendees have vacated the room by agreed finish time
- Any injury or damage caused by or arising from the usage of the room by the hirer is the responsibility of the hirer and needs to be brought to the attention of staff immediately
- Meeting room users are required to keep noise to a reasonable level and must depart the facility in a quiet and orderly manner
- All keys are to be returned after use

Fees

Full Rate (\$25.00 per hour) applies when:

- Room use is for business or commercial purpose
- Hirer is holder of an ABN
- Private individuals are holding a private gathering or acting for private gain
- Guests are being charged entry
- Hirer is funded by the State or Federal government for the service they are providing

Waiving of the hire fee will be considered if:

- Hirer is utilising the room as a quiet space for private study
- Hirer receives assistance from Council under section 356 of Local Government Act
- Hirer is a member of a community group which will supply a Certificate of Incorporation (NSW Fair Trading), or an Income Tax Exempt Charity Statement (ATO)
- And guests are not being charged entry

After hours use security check fee (\$22.00 per after-hours-booking) is charged:

- To all hirers who make after hours bookings

Tea, coffee & crockery dry hire (\$10.00 per waived-fee-booking) is charged:

- To waived fee hirers who make use of the meeting room crockery, tea, coffee and sugar
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Note: Once payment is made it is assumed Hirer has agreed to these terms and conditions.

Council is not responsible for injuries or property damage arising from the activities conducted by the Hirer. Each hirer may be legally liable for injury or property damage arising from that usage.

Booking Application - Library Meeting Room



39 MARSHALL STREET, COBAR NSW 2835 02 6836 2744 library@cobar.nsw.gov.au

Organisation Name:			
Organisation Address:			
Organisation ABN: (if applicable)			
Hirer Name:			
Phone No(s): _____			
Email Address:			
Purpose of room hire:			
Dates & Times requested:			
WEEK DAY (eg Monday)	DATE	TIME (e.g. all day or 2-4pm)	RECURRING BOOKING INFORMATION
I have read & accept the Terms & Conditions (on reverse of this form)			
Signature of hirer: _____			
Proof of not for profit status seen by staff: (If applicable) <input type="checkbox"/> Copy of letter from Council re assistance provided under section 356 of Local Government Act <input type="checkbox"/> Certificate of Incorporation (NSW Fair Trading) <input type="checkbox"/> Income Tax Exempt Charity Statement (ATO)			
Fee Calculation (per booking):		Full Rate	\$ _____
		Afters Hours Check Fee	\$ _____
		Tea Coffee, etc. Dry Hire	\$ _____
		TOTAL	\$ _____
Paid <input type="checkbox"/> YES Date: _____ for Booked date: _____ <input type="checkbox"/> NO Invoice details provided (Will pay on the day) for Booked date: _____ <input type="checkbox"/> PAYMENT NOT APPLICABLE			
Staff Name:			