

# Terms and Conditions for Booking Meeting Rooms

## GENERAL INFORMATION

- The Hirer must be a responsible person, eighteen (18) years or older who will be held liable to the Council for the cost of the repair of any damage or breakage to any part of the building, premises, fitting or furniture, appliances, or equipment during the term of the hire.
- The hirer must remain in attendance and is responsible for safety of guests and supervising all activities during the hire period.
- Council reserves the right to refuse or cancel any booking by providing as much notice as is practicable, in cases of emergency situations such as immediate repairs, holding of Federal, State or Local Government Elections or other deemed acceptable by Council.
- The Council and its officers are not liable for any loss or damage suffered by the hirer or any company providing goods or services to the hirer as a result of Council exercising its authority.
- The hirer is not permitted to use the address of the facility as their mailing address.
- The hirer must maintain a public liability policy (applicable to regular hirers). A copy of the insurance policy and certificate of currency must be presented to Council with the booking application for regular hire. Individuals and non-registered businesses – N/A, Community Organisation - \$10 million, Commercial Groups - \$20 million.
- The hirer must state the nature of the event that is to take place at the venue and is prohibited from sub-leasing the premises or any part thereof. Prior to hiring the venue, the hirer is required to inspect the facility to ensure it is appropriate and safe for the use intended. Any damages or issues discovered must be reported to Council as soon as practicable.
- The hirer is responsible for ensuring that sound levels are monitored regularly and at all times maintained and at an acceptable level which will avoid disturbance to other Library patrons. Foul or abusive language will not be tolerated.
- Individuals, groups and organisations wishing to distribute material, canvass, perform, or speak in the Library must obtain permission in advance from Senior Library Management Team. Materials including, but not limited to, posters, flyers, placards, political or religious campaign information, banners, or signs of any type.

## **CLEANING**

- Confetti, chewing gum, glitter or any other items deemed by Council to be objectionable or the placing or throwing of inflammable items is prohibited.
- The setting up of tables and chairs is the responsibility of the hirer as is putting them back into the original configuration in a safe and neat fashion. Furniture and fittings must not be removed from the facility without permission from Council.
- Hirers are required to leave the areas in the same condition as they were when hired. Any additional costs incurred are the responsibility of the hirer. These may include but not limited to: cleaning, unauthorised use of fire equipment, “call out” to Council, any extra hours outside hire times as per agreement

## **CHILD PROTECTION LAWS**

- If your activity involves children under the age of 18 years of age you are legally required to comply with Child Protection Acts including conducting employment screening in line with this legislation. As per Council policy, the hirer takes full responsibility for the children participating in the activity while utilising the library space.

## **WORK, HEALTH AND SAFETY**

- Any electrical equipment brought into the venue must be tested and tagged by qualified electrician. Any electrical equipment brought into the venue found to be faulty and trips the power and results in a “Call Out” to Council, the hirer will be charged for a call out fee.
- All exit doors are to be kept clear and unobstructed at all times. Fire extinguishers and hoses are located within the building and not to be used inappropriately or removed from Council’s premises. No naked flame is permitted within facility. No smoke machines or sparklers are allowed in the venue.
- All hirers are to familiarise themselves with the Evacuation Plan located in the building.
- In case of fire or similar emergency, evacuate, following the instructions of Emergency Wardens and staff.
- Smoking and vaping are not allowed within the building and/or 10 metres of entrance/ exit, loading dock or any ventilation source of a Council owned building. Fairfield City Council does not allow any hirer to consume alcohol at any of the Library’s venues.

## **FEES AND CHARGES**

- Payment for the venue hire must be made in advance, or for recurring bookings, at least 7 days prior to the first booking date. A minimum one-hour fee applies to the hire of the venue. Hire period includes set up, dismantling, and clean up.
- The Library accepts cash payments with Open Libraries Card and EFTPOS/Credit Card via the Library Kiosks. Invoices with money orders and cheques are made payable to Fairfield City Council. Payment can be made at the place of hiring.
- Full refund is given if cancelled in writing, at least 3 days prior to the date of hiring.
- Fairfield City Open Libraries will not accept any responsibility for articles left on the premises. The hirer shall be held responsible for the cost of making good, any loss or damage to the building, floor, furniture, appliances, or fittings arising out of, and in the course of the hire. The Library retains the right to determine the cost of any damage or cleaning.