

# Application for Booking Library Meeting Rooms

Check room availability before completing this form (Tick the boxes as applicable)

<b>Armadale Library</b>	Max capacity 35 standing (25 seated inc. tables)	<b>Ph: 9394 5125</b>
<b>Kelmscott Library</b>	Max capacity 12 door closed or 30 door open	<b>Ph: 9394 5810</b>
<b>Piara Waters Library Small Room</b>	Max capacity 15	<b>Ph: 9394 5910</b>
<b>Piara Waters Library Large Room</b>	Max capacity 42	<b>Ph: 9394 5910</b>
<b>Seville Grove Library</b>	Max capacity 50 seated (30 inc. tables)	<b>Ph: 9394 5800</b>

Name of Group: \_\_\_\_\_

Session Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Address: \_\_\_\_\_

## Singular Booking

Day/Date Required: \_\_\_\_\_

Number of attendees: \_\_\_\_\_

Start Time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

## Regular/Ongoing Bookings

Day/Date Required: \_\_\_\_\_

Frequency (weekly, monthly etc): \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

Number of attendees: \_\_\_\_\_

**Note:** Include time for room setup before and after your scheduled meeting time. Tables and chairs are available for use. It is a condition of hire that the room be returned to its original layout.

## Audio/Visual (AV) equipment required

<b>Armadale Library</b>	<b>Kelmscott Library</b>	<b>Piara Waters Small</b>	<b>Seville Grove Library</b>
Mobile TV	Projector Screen	Wall Mounted TV	Mobile TV
Speakers	Speakers	Laptop	Speakers
Microphone			Microphone

Laptops are available (Microsoft Windows and Office).

Internet access is provided by public Wi-Fi. Contact your telecommunications provider should you require additional internet access.

Use of this equipment is subject to the conditions shown on the back of this form, and will incur additional charges, as below. Contact the relevant library with any enquiries regarding the A/V equipment.

## Community Groups

*(Not For Profit, Community Based Organisations)*

Per Hour or part thereof	\$15.00
Per Hour or part thereof with A/V	\$19.00
Per Day	\$75.00
Per Day with A/V	\$100.00

## Commercial Groups

*(Business and individuals)*

Per Hour or part thereof	\$20.00
Per Hour or part thereof with A/V	\$27.00
Per Day	\$115.00
Per Day with A/V	\$140.00

Prices are subject to change without notice, in accordance with the **City of Armadale Schedule of Fees and Charges**.

I agree to the terms and conditions shown on the back of this form:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**These conditions are designed to ensure the comfort and safety of all users of the Meeting Room. They have been produced in addition to the City of Armadale *Terms and Conditions of Library Use*, which may be viewed on request.**

- Applicants must be **18 years or over** to hire a room. An adult must be present at all times during the booking.
- Room hire is approved on the strict understanding that activities conducted in the room will not interfere with the comfort, security or safety of other library patrons.
- For reasons of safety and security, it is important that you inform library staff when vacating the premises at the end of the hire period.
- Please leave the room clean and tidy after use.
- Payment for room hire is to be made within 24 hours of returning a completed booking form; or if the booking is made on the day, then payment is required before entering the booked room, unless alternative arrangements have been made with the Branch Librarian.
- Bookings are to be paid by EFTPOS only. Cash payments will only be accepted if the booking is made on the same day of room hire.
- Cancellations or a change of booking date must be made prior to five (5) working days of the booking to obtain a refund of any charges and fees.
- Two (2) or more consecutive cancellations/no shows may result in future bookings being refused.
- The room is to be vacated half an hour before the Library's closing time, unless prior arrangements have been made for use outside normal business hours.
- Please inform library staff of any damage incurred or noticed during your visit.
- Please take care to ensure the safety of children in your care while using the room.
- In the case of AV equipment hire, it is required that a staff member check the equipment prior to you leaving the premises.
- Smoking, alcohol, and animals are not permitted.
- Please take care of your property, as the Library cannot take responsibility for any theft or damage to items which occurs while using the room.
- City of Armadale Library Services take no responsibility for any loss of or damage to data while utilising our equipment.
- Library staff do not provide support for software being used, or for any issues relating to compatibility with our equipment/software.
- The hirer is responsible to take due care of the equipment whilst in their use and must report any damage incurred during their booking to a staff member.
- The meeting room at Piara Waters is protected by video-only recorded CCTV. The hirer is responsible for ensuring all attendees are aware of this.

For more information, please contact:  
Armadale Library - [armadale.library@armadale.wa.gov.au](mailto:armadale.library@armadale.wa.gov.au)  
Kelmscott Library - [kelmscott.library@armadale.wa.gov.au](mailto:kelmscott.library@armadale.wa.gov.au)  
Piara Waters Library - [pwslib@armadale.wa.gov.au](mailto:pwslib@armadale.wa.gov.au)  
Seville Grove Library - [sevillegrove.library@armadale.wa.gov.au](mailto:sevillegrove.library@armadale.wa.gov.au)