

## Application for Booking Library Podcast and Video Rooms

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

- |                          |                                |  |                      |
|--------------------------|--------------------------------|--|----------------------|
| <input type="checkbox"/> | <b>Podcast Room - Armadale</b> | Max Capacity 6 (seated inc. table)       | <b>Ph: 9394 5125</b> |
| <input type="checkbox"/> | <b>Video Room - Armadale</b>   | Max Capacity 4 (standing inc. equipment) | <b>Ph: 9394 5125</b> |

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

Session Name (eg: A Guide to Creating a Podcast): \_\_\_\_\_

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

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

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

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

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### 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.

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### Audio/Visual Required

The **Podcast Room** is equipped with an Apple iMac (with iMovie, Audacity, Waveform, Cubase LE and Wavelab LE installed), a Zoom H6, 2 x Shure microphones, 3 x Rode Professional microphones (includes stands, shock mounts and pop filters), 3 x Sony Professional headphones, 4-way headphone splitter and a PROFX12 mixer.

The **Video Room** is equipped with a Canon EOS 80D digital camera, Rode on-camera shotgun microphone, 2 x Rode Wireless Go microphone systems including SmartLav+ microphones, tripod with fluid pan and tilt movements, 2 x Vidpro LED lights and height adjustable green screen.

**Note:** Internet access is provided by public WiFi only. Please contact your telecommunications provider should you require any additional internet access.

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### Community Groups

*(Not For Profit, Community Based Organisations)*

### Commercial Groups

*(Business and individuals)*

Per Hour or part thereof	\$13.00	Per Hour or part thereof	\$18.00
Per Hour or part thereof with A/V	\$17.00	Per Hour or part thereof with A/V	\$25.00
Per Day	\$70.00	Per Day	\$106.00
Per Day with A/V	\$95.00	Per Day with A/V	\$132.00

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

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

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

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

## **LIBRARY PODCAST AND VIDEO ROOMS CONDITIONS OF USE**

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

- Applicants must be **18 years or over** to hire a room.
- 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.
- Cancellations should be made at least 24 hours in advance or the fees and charges may be honoured.
- Two or more consecutive 'no shows' may result in the group forfeiting future bookings.
- 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.

For more information, please contact:

Armadale Library Services, [Armadale.library@armadale.wa.gov.au](mailto:Armadale.library@armadale.wa.gov.au)