

## Application for Booking Library Podcast and Video Rooms

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

**Podcast Room - Armadale** Max Capacity 6 (seated inc. table) **Ph: 9394 5125**  
 **Video Room - Armadale** Max Capacity 4 (standing inc. equipment) **Ph: 9394 5125**

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

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

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 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.

### **Community Groups**

*(Not For Profit, Community Based Organisations)*

Per Hour or part thereof	\$14.00	Per Hour or part thereof	\$19.00
Per Hour or part thereof with A/V	\$18.00	Per Hour or part thereof with A/V	\$26.00
Per Day	\$73.00	Per Day	\$109.00
Per Day with A/V	\$99.00	Per Day with A/V	\$137.00

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: \_\_\_\_\_

## 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 *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 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.

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