

## Hirer Details

Name of Hirer

(Must be 18 years of age or over): \_\_\_\_\_

Name of Organisation (If applicable): \_\_\_\_\_

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

Mobile Number: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

I have read, understood and agree to abide by the attached Terms and Conditions of hire.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Booking Details

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

Finish Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

One off event  or booking pattern (e.g. every second Monday): \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Purpose of booking: \_\_\_\_\_

Contact person on the day \_\_\_\_\_

I will be applying for in kind support in the form of discounted or waived fees.

Return to: [librarymeetingrooms@albany.wa.gov.au](mailto:librarymeetingrooms@albany.wa.gov.au)

Albany Public Library – 221 York Street, Albany

Phone: 6820 3600

Office use only

Date Received	Staff Member	Confirmed	Total cost
		Yes/No	

**Room Details**

<input type="checkbox"/>	<b>Room Name</b>	<b>Capacity</b>	<b>Room Information &amp; Equipment</b>
<input type="checkbox"/>	Meeting Room #1	12 – Boardroom Style 16 – Theatre Style	Small meeting room overlooking Town Square, <ul style="list-style-type: none"> <li>• 4 trestle tables</li> <li>• 16 chairs</li> <li>• smart television</li> <li>• built-in speakers, radio microphone available</li> </ul>
<input type="checkbox"/>	Meeting Room #2	16 – Workshop Style 25 – Theatre Style	Small meeting room overlooking York Street, <ul style="list-style-type: none"> <li>• 6 trestle tables</li> <li>• 25 chairs</li> <li>• data projector</li> <li>• drop down screen</li> <li>• built-in speakers, radio microphone available</li> </ul>
<input type="checkbox"/>	Joining Meeting Room #1 + #2 (Management approval required)	30 – Workshop Style 50 – Theatre Style	Combined meeting room overlooking York Street and Town Square <ul style="list-style-type: none"> <li>• 10 trestle tables</li> <li>• 50 chairs</li> </ul>

**Kitchen Access**

An events kitchen is available to all meeting room bookings. There is sufficient crockery and cutlery to accommodate the above room capacities. There is no fee to access the kitchen, hirers are required to wash kitchen items. A dishwasher is available.

**Additional Equipment**

Hirers can access additional equipment such as HDMI cables and laptops by prior arrangement.

**Fees & Charges**

Hire Fee	<ul style="list-style-type: none"><li>• \$55.00/hour/room</li><li>• \$275 full day/room (8.30am – 5.30pm) includes room setup</li></ul>
Cleaning Fee	<ul style="list-style-type: none"><li>• \$55 where applicable</li></ul>
Room Setup	<ul style="list-style-type: none"><li>• \$55 where applicable</li></ul>

**In kind support in the form of discounted or waived fees may be applied for by completing the form on page 6.**

**Booking Process**

- We endeavour to respond to all room booking enquiries within 2 working days.
- A tentative booking may be made, but bookings will not proceed without a completed booking form.
- Once a completed meeting room booking form is received, we aim to process and respond within 5 working days.
- If you are requesting a joint meeting room, a meeting room out-of-hours, in kind support in the form of discounted fees, or anything else that may require management approval, we aim to respond within 10 working days.

**Terms and Conditions**

1. Bookings will only be accepted when a completed booking form has been provided.
2. This booking form covers events that take place during normal Library opening hours.
  - Normal Library opening hours are judged to be: Monday, Wednesday and Friday, 9.00am – 6.00pm. Tuesday and Thursday 9.00am – 8.00pm and Saturday 9.00am – 1.00pm.
  - Management approval will be required for bookings that take place outside of these hours and may incur an additional fee.
  - Meeting room bookings must be bumped-out 15 minutes before Albany Public Library closes, unless prior approval from Management has been secured.
3. Fees
  - The schedule of fees apply to all uses and hires of the meeting rooms.
  - In kind support may be applied for by completing the form at the back of this booking sheet.
  - In kind support, in the form of discounted or waived fees, may be granted on a case-by-case basis.
  - Applications for in kind support must be submitted at least 3 weeks before the hire of the room.
4. Room setup assistance is only available to full day hirers. Room setup is otherwise the responsibility of the hirer.
5. Any damage to building or equipment will be the responsibility of the hirer.
6. One parking permit is provided for the facilitator. Additional parking permits may be granted on a case-by-case basis. Hirers must follow all posted parking rules. Albany Public Library will not intercede in the case of fines.
7. Food and drink may be consumed in rooms within reason.
8. The consumption of liquor requires management approval and if required a liquor license must be presented or relevant exceptions followed.
9. Hirers are responsible for ensuring the safety of those attending their events. Fire exits may not be obscured at any time.
10. Albany Public Library reserves the right to cancel any booking at any time.
11. Albany Public Library is not liable for any loss or damage to any person or their property.

<b>In Kind Support</b>
------------------------

**Purpose**

- To encourage the development of the local community by supporting performances, activities and events that make a positive and creative contribution to the region.
- The support that is provided through this application is the waiver or reduction of fees and charges associated with the hire of the meeting rooms.

**Eligibility**

- In kind support is available to charitable organisations, not-for-profit community groups, government bodies, school groups or groups delivering a program deemed of significant community and/or cultural value to the City of Albany.
- The meeting room(s) must be available on the dates requested.
- Activities that are already supported by the City of Albany through sponsorship or funding are not eligible to apply for in kind support. Venue hire fees should be incorporated into the original funding agreements.

**Process**

Please complete the below information and return it along with your meeting room booking form. This will be processed with your booking and you will be informed of the outcome.

**ACTIVITY/ORGANISATION:**

Please provide a brief description of the activity you are requesting support for.
Please provide a brief description of you/your organisation.
How does your event provide significant community and/or cultural value to the City of Albany?

---

**SIGNATURE**

Signed: \_\_\_\_\_

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

Date:   /  /

Albany Public Library – Meeting Room Booking Sheet

OFFICE USE ONLY

<i>Total hire price</i>	<i>Price:</i>	
<i>Total value of in kind support</i>	<i>Value:</i>	
<i>Total hire price with discount</i>	<i>Total:</i>	
<i>Application assessed by</i>	<i>Name:</i>	
	<i>Name:</i>	
	<i>Name:</i>	
<i>Request Approval</i>	<i>Approved</i>	<i>Not Approved</i>
	<i>Name:</i>	
	<i>Signature:</i>	
	<i>Date:</i>	
<i>Reasons for not approving</i>		