

CONDITIONS OF USE FOR ROOM & AUDIO VISUAL HIRE

Liverpool City Library has meeting rooms along with audio visual equipment available for hire. It is primarily for hire by community groups and organisations within the Liverpool Local Government Area. Library and Council activities have first preference over any other requests. Priority will be given to activities that are compatible with and complimentary to the Library's role and objectives.

The following rooms are available for hire:

ROOMS	CAPACITY	KITCHEN FACILITIES	LOCATION
ORANGE	25 seated at tables 40 concert style (55 m ²)	Yes	Ground
PINK	35 seated at tables 60 concert style (70 m ²)	No	1 st Floor
PURPLE	35 seated at tables 60 concert style (70 m ²)	No	1 st Floor
GOLD	45 seated at tables 80 concert style (100 m ²)	Yes	Reading room access via lift or 1 st floor
SILVER	20 seated at tables 30 concert style (45 m ²)	Yes	Reading room access via lift or 1 st floor
AUDIO VISUAL EQUIPMENT	Lectern, Data Projector		

For all enquiries or to view our meeting rooms you can contact or refer to the following:

- **Phone:** (02) 8711 7146
- **In person:** 170 George Street, Liverpool
- **Email:** room1@liverpool.nsw.gov.au
- **Mail:** Locked Bag 7170, LIVERPOOL BC 1871
- **Web:** mylibrary.liverpool.nsw.gov.au

Hirers must be at least 18 years of age.

Request to hire rooms can be made by submitting an "Application for Room and Audio Visual Hire" which is available from our website or by emailing room1@liverpool.nsw.gov.au

Regular bookings may be made on a casual or a recurring basis.

The Library reserves the right to refuse bookings.

Fees are charged depending on your category; supportive documentation is required for Category B and C hirers.

CATEGORY	DESCRIPTION
A	<ul style="list-style-type: none"> • Commercial business organisations e.g. sales promotions, product launches, luncheons, etc. • Self-employed persons for the purpose of providing services to the public for personal Profit. • Individual, social groups or special interest groups for social functions. • State/Federal and Local Government (except Liverpool City Council).
B	<ul style="list-style-type: none"> • Self-employed persons for the purpose of providing services to the community on a cost recovery basis only. • Community bodies with means. • Community bodies outside of the Liverpool Local Government Area
C	<ul style="list-style-type: none"> • Liverpool Local Government Area community bodies without means.

FEES AND CHARGES

- a) All Hire Fees are approved by Liverpool City Council.
- b) The hire fee for a casual booking must be paid prior to use of the facility or within 28 days from date of invoice, whichever lesser. If fees are not paid, booking will be cancelled and the room will be re-booked to other hirers.
- c) All recurring bookings can be booked up to twelve months in advance within the current financial year but will be invoiced monthly and must be paid within 28 days.

Payment can be made as follows:

- **Phone:** 1300 36 2170 if by paying by credit card.
 - (For interstate payments Ph: (02) 9821 9222
 - **In person:** Liverpool City Council, Customer Service, 33 Moore Street, Liverpool by cash, cheque or EFTPOS; (AMEX card is not accepted) Please note credit card payments will incur a surcharge of 0.8% + GST where applicable.
 - **Mail:** Cheques to be made payable to Liverpool City Council, Locked Bag 7170, Liverpool BC 1871.
 - **Internet:** BPAY or BPOINT
- d) A minimum 2-hour charge applies to the hire of rooms only.
 - e) Five (5) business days' notice is required to cancel a booking; otherwise no refund will be given. All cancellations must be in writing.
 - f) An administration fee will be charged if more than two (2) amendments per calendar year to your booking are requested.
 - g) An early access fee of \$28 is applicable for all bookings from 9:00am to 9:30am. (Earliest entry time is 9:00am).
 - h) Council retains the right to determine the cost of any damage and/or extra cleaning necessary over and above that normally expected following a meeting. Council retains the right to charge accordingly if this shall occur.

1. ROOM SET UP AND AUDIOVISUAL EQUIPMENT

- a) The Hirer will be required to set-up their meeting room.
- b) The Hirer is required to ensure that all equipment and furniture is cleaned and returned to the correct designated area, otherwise a fee will apply.
- c) Equipment must not be taken from the Library building (with the exception of Liverpool City Council Departments and/or special circumstances where prior approval must be sought from the Manager, Library Services).
- d) Equipment is available to Hirers of Library Meeting Rooms during Library hours and is available for use within the rooms only.
- e) The nominated contact person must take full responsibility and care of any equipment borrowed, and agrees to pay all costs if the equipment is misused, lost or damaged whilst in their possession. This includes reimbursing the full cost of equipment if necessary.
- f) In the event of any AV Equipment ceasing to function properly, do not attempt to rectify by tampering with the equipment. Library staff must be notified at the earliest opportunity. Any misuse or tampering of AV Equipment will result in cancellation of future bookings.

HIRER'S CONDUCT AND RESPONSIBILITIES

- a) The Hirer shall not damage walls or any other surface in any way.
- b) No article shall be attached to any wall or door of the meeting room.
- c) Fire exits are to be kept clear of tables/chairs at all times.
- d) Two people are required to fold the meeting room tables.
- e) The Hirer shall not use the address of the Library as their mailing address.
- f) The rooms must be left clean and large amounts of rubbish disposed of otherwise a cleaning fee will apply.
- g) Hot water urns for use within the library meeting rooms are not permitted.
- h) There should be no excessive noise within the rooms. Doors must be kept closed at all times.
- i) No storage is available.

2. INSURANCE REQUIREMENTS

- a) The Hirer/User is advised that Council’s Public Liability Insurance will not cover the Hirer/User for use of Council’s facilities for any injury or damage either accidental or by way of the Hirer/Users negligence.
- b) The Hirer by entering into and signing the “Liverpool City Library Hire Agreement” document acknowledges this advice and hereby agrees to indemnify Liverpool City Council for all and any damage/s, loss, injury and any and all costs incurred by Council including but not limited to repair, investigation, damages, awards, including all legal and administrative costs that may be incurred should any incident occur, and/or where any legal proceedings are commenced joining Council.
- c) Council recommends that all Hirers take out and maintain their own Public Liability Insurance for a minimum of \$10 million. Failure to do so may leave the person or group entering into this agreement personally liable for any and all costs incurred. Where food or drink may be served it is recommended that the Policy carry a products liability extension.
- d) Hirers conducting exercise classes must show proof of insurance cover for their activities.

3. COMMENCING AND FINISHING TIMES

The meeting rooms and audio visual equipment are available during Library hours only.

Monday to Friday	9:30 am – 7:45 pm
Saturday	9:30 am – 3:45 pm
Sunday	12:00 pm – 3:45 pm

Meeting rooms are unavailable on Public Holidays.

MEETING ROOM & AUDIO VISUAL HIRE FEES – 2017/2018 FINANCIAL YEAR

FEES ARE GST INCLUSIVE – 10% GST IS APPLICABLE TO ALL LIBRARY FACILITIES

Please note that all credit card payments will incur a surcharge of 0.8% + GST where applicable

CATEGORY	A Refundable damage deposit \$255.00	B Refundable damage deposit \$181.00	C Refundable damage deposit \$181.00
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ROOM	<i>Pink or Purple</i>	<i>P & P</i>	<i>Gold</i>	<i>Orange or Silver</i>	<i>Pink or Purple</i>	<i>P & P or Gold</i>	<i>Orange or Silver</i>	<i>Pink or Purple</i>	<i>P & P or Gold</i>	<i>Orange or Silver</i>
Daily Rate										
½ day	83.00	144.00	144.00	77.00	41.00	72.00	38.00	21.00	35.00	21.00
Full day	136.00	240.00	240.00	127.00	67.00	121.00	64.00	35.00	59.00	34.00
Per hour (min 2 hrs.)	30.00	41.00	41.00	28.00	17.00	26.00	17.00	11.00	15.00	11.00
Night Rate										
5.00pm – 7.45pm	83.00	144.00		77.00	41.00	72.00	38.00	21.00	35.00	21.00

AUDIO VISUAL – per day rate	CATEGORY A	CATEGORY B	CATEGORY C
Lectern or Data Projector	58.00	36.00	29.00

Additional fees if applicable
Early access fee - \$ 28.00
Cancellation fee (the hirer must cancel booking in writing to the library) - \$28.00
Extra cleaning per hour (or part thereof) - \$101.00
Non storage of equipment or furniture - \$48.00
Improper use of safety equipment (per item) - \$234.00
Changes to permanent bookings administrative fee (note: up to two amendments are allowed per calendar year at no extra cost) - \$28.00
Any damage to building, fixtures, fittings and equipment will be charged at replacement cost plus GST – Quotation Necessary