

# APPLICATION FORM AND CONDITIONS



## Hire of Stanton Library Conference Room

### Booking Fees

**Rate:**

Weekdays till 5pm:	\$62 per hour
Weekday daily rate:	\$290.00
Evenings and Weekend:	\$72 per hour
Weekend daily rate:	\$220.00

Casual Insurance (Public Liability)	\$52
Cancellation fee:	\$25

**Bookings and Fees:**

- No refunds will be given. Changes to bookings can be made free of charge, depending on availability of alternative dates.
- Full payment for weekday days and weekends is due before using the room. No refunds will be given.
- Payments can be made upon issue of an invoice or by EFTPOS in person at the Customer Service Desk or over the phone.
- Rates for the rooms are applied from the Council fees and charges document and are subject to Council review. Charges are applied from 1st July each year.
- There are two rates for hirers – Private/Business and Community/Not for Profit (50% of private rate). Proof of an organisation's Not for Profit status is required for a booking to be eligible for the Community rate.
- Any amendments or cancellations to confirmed bookings must be provided in writing.

**Cancellation Policy:**

- Changes to bookings can be made free of charge, depending on availability of alternative dates.
- All hire cancellations will incur a \$25 fee to cover administrative costs.

**Permanent hirers:**

- Payment is due quarterly in advance.

### General Information

For all enquiries regarding hire applications please contact Library Administration on (02) 9936 8400

All sections of this application form must be completed in full before your application can be processed. Including:

- Booking form
- Indemnity Statement
- Conditions of hire
- Insurance Information

Please email form to [StantonLibraryRoomHire@northsydney.nsw.gov.au](mailto:StantonLibraryRoomHire@northsydney.nsw.gov.au) to secure booking.

<b>Available hours:</b> (unless otherwise reserved)	Monday – Thursday: 9am – 8pm Friday: 9am – 6pm Saturday & Sunday: 10am – 5pm The room must be vacated 15 minutes prior to closing.
<b>Number of people:</b>	Approx 30 seated at tables or 50 seated lecture theatre style
<b>Tables:</b>	10 x flip-top tables on wheels. Size: 1600 x 700mm
<b>Chairs:</b>	80 stackable
<b>Size of room:</b>	Approx 12m long x 6m wide
<b>Facilities:</b>	<ul style="list-style-type: none"> <li>• Whiteboard (no whiteboard markers provided)</li> <li>• Screen (Hirer is required to supply cables/Clickshare app and laptop to connect to the HDMI outlet.)</li> <li>• Kitchenette incl. microwave, fridge/freezer, Zip hot water, cups and saucers, tumblers, wine glasses</li> </ul>

Insurance:

- Incorporated bodies, associations of any kind, profit making/commercial activities must have public liability insurance to the value of \$20 million.
- A current copy of their Certificate of Currency must be emailed with the application and will be kept on Council files.
- Council shall not be responsible for any loss or damage to any property belonging to either the hirer or any person in the facility at the invitation of the hirer.
- The hirer will be liable for any damage they or their invitees caused to library facilities.
- A “casual hirer” is defined as ‘a hirer of Council facilities on no more than a total of twelve times over any twelve-month period.’ The premium for casual hirers is \$52 (inc. GST) per day or part thereof.

# Stanton Library Conference Room Booking Form



## APPLICANT'S DETAILS

Organisation:	
ABN: <i>(if applicable)</i>	
Contact Name:	
Phone:	
Address:	
Email:	
Invoicing: <i>(if different to the above)</i>	
Contact Name:	
Phone:	
Address:	
Email:	

## BOOKING DETAILS

Hire date/s required:	
Time: <i>from/to</i>	
No. of expected guests:	

Stanton Library Conference Room – Details of Use

**QUESTIONNAIRE**

If you answer 'Yes' to any of the following, please provide details.

1. What is the purpose of hiring the facility?

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2. Will there be entertainment?

Yes  No

3. Will there be private catering?

Yes  No

4. Is the event open to the public?

Yes  No

5. Will there be any form of payment, entry fee or a condition of entry?  Yes  No

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6. Will there be the option of a voluntary donation upon entry?

Yes  No

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7. Will the event be advertised?

Yes  No

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8. Will any goods be bought or sold in the facility?

Yes  No

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9. Will there be fundraising?

Yes  No

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10. Will food be served?

Yes  No

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11. Will alcohol be served?

Yes  No

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12. Will prizes be awarded?

Yes  No

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13. Will there be any music (DJ strictly prohibited)?

Yes  No

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14. Will there be equipment?

Yes  No

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Signed:

Date:

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## INSURANCE DETAILS

Hire of Council-owned facilities cannot be confirmed unless you have public liability insurance for the venue you wish to use. For bookings made on behalf of companies or organisations, details of your public liability insurance must be completed below and a Certificate of Currency provided to Council by your insurance company prior to your booking being confirmed. In the case of individuals, you may need to pay a public liability fee to the Council prior to the booking being confirmed.

**Please Tick Whichever Applies**

- Paid for Casual Public Liability Insurance
- Possess Own Insurance and Certificate of Currency

I hereby declare that *(name of company/organisation/person)*

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is the hirer of *(name of venue)*

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during the period from \_\_\_\_\_ to \_\_\_\_\_ on (date)

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is insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity not less than \$20 million (AUD).

**If providing own insurance, please fill out details below.**

Name of Insurance Company:

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Public Liability Policy No.

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Period of Insurance from: \_\_\_\_\_ to \_\_\_\_\_

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Limit of Indemnity: \$

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I understand that this insurance shall not be cancelled or lapse without the agreement of North Sydney Council and the policy document shall be endorsed to this effect.

Signed:

Date:

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*(on behalf of)*

**N.B. A copy of your Certificate of Currency must be included when lodging your application.**

## INDEMNITY

**Applicant's name:** \_\_\_\_\_

(Referred to hereafter as the Permit Holder) holds North Sydney Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges, and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Conditions of Hire

### General use:

- The Conference Room can be hired from 9.00am on weekdays, 10am on weekends. The Room must be vacated by 7:45pm Monday to Thursday, 5:45pm Friday and 4:45pm on weekends.
- Set up of the Conference Room is the responsibility of the hirer. Set-up-time and pack up time must be incorporated into the hours of hiring.
- Facilities must be left in a clean and tidy condition; otherwise, additional fees will be charged.
- Chairs and tables to be stacked neatly at the back of the room.
- The Conference Room is not to be used for any exercise class or activity.
- The hirer is responsible for the behaviour and conduct of those attending functions.
- Smoking is not permitted on Library premises, including the Conference Room.
- Any items of property left on the premises after occupancy may be removed and disposed of at the discretion of Council, without compensation to the owner or person responsible.
- Decorations can only be hung with the approval of the Library Manager - written requests must be submitted prior to the event.
- Hirers are to abide by any reasonable direction given by the Library Supervisor.
- Amplified music is prohibited.
- If you require use of the monitor, you will need to provide your own HDMI.

### Food and alcohol:

- The kitchenette is to be left in a clean and tidy state, including washing up and putting away used crockery and cutlery, wiping down any benches and kitchen equipment.
- All rubbish must be disposed of in the bins provided.
- An additional cleaning fee may be applied if the premises is not left in a reasonable condition.
- Eating is permitted in the Conference Room. No food or drink is to be served in foyer areas.
- Where alcohol is to be served to guests a copy of *Responsible Service of Alcohol* (RSA) certificate must be supplied to the library with booking documentation.
- No intoxicating liquor is to be sold on the premises.
- Hirers can utilise the fridge in the kitchenette, any food or drink left behind will be discarded.

I accept these conditions.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name Printed:** \_\_\_\_\_