Application for Booking Library Meeting Rooms

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

Armadale Library Kelmscott Library Piara Waters Library Small Room Piara Waters Library Large Room Seville Grove Library		Max capacity 35 standing (25 seated inc. tables) Max capacity 12 door closed or 30 door open Max capacity 15 Max capacity 42 Max capacity 50 seated (30 inc. tables)		Ph: 9394 5125 Ph: 9394 5810 Ph: 9394 5910 Ph: 9394 5910 Ph: 9394 5800	
Name of Group:					
Primary Contact:		Phone Number:			
Secondary Contact:		Phone Number:			
Email:					
Singular Bookii	ng				
Day/Date Required:		Number of attendees:			
Start Time:	_	Finish Time:			
Regular/Ongoin	ıg Bookings				
Day/Date Required:		Frequency (weekly, monthly etc):			
Start Date:		End Date:			
Start Time:		Finish Time:			
Number of attendee	s:				
available for use. It	is a condition of hire	that the room be return	ed meeting time. Tables ed to its original layout.	s and chairs are	
Audio/Visual (A	N) equipment requi				
Armadale Library Mobile TV Speakers Microphone	Kelmscott Library Projector Screen Speakers	Piara Waters Small Wall Mounted TV Laptop	Piara Waters Large Interactive Mobile TV Laptop	Seville Grove Library Mobile TV Speakers Microphone	
Laptops are availab	le (Microsoft Window	s and Office).			
Internet access is additional internet a	• •	Vi-Fi. Contact your tele	ecommunications provid	der should you require	
				s form, and will incur es regarding the A/V	
Community Groups		Cor	nmercial Groups		
(Not For Profit, Com	nmunity Based Organ	isations) (Busin	(Business and individuals)		
Per Hour or part thereof Per Hour or part thereof with A/V Per Day Per Day with A/V		D D '(1 A A / /			
Prices are subject to and Charges.	o change without noti	ce, in accordance with	the <i>City of Armadale</i> S	Schedule of Fees	
I agree to the term	s and conditions sh	own on the back of th	is form:		
Name:				_	
Signature:		Date:			





LIBRARY MEETING ROOM CONDITIONS OF USE

These conditions are designed to ensure the comfort and safety of all users of the Meeting Room. 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 A 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 A if the booking is made on the day, then payment is required before entering the booked room, A 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 priorA
 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 toÁ 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 orÁ
 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 whileÁ
 utilising our equipment.
- Library staff do not provide support for software being used, or for any issues relating to A
 compatibility with our equipment/software.
- The hirer is responsible to take due care of the equipment whilst in their use and must Aeport A any damage incurred during their booking to a staff member.

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Kelmscott Library - kelmscott.library@armadale.wa.gov.au

Piara Waters Library - pwslib@armadale.wa.gov.au

Seville Grove Library - sevillegrove.library@armadale.wa.gov.au