

Hirer Details

Name of Hirer

(Must be 18 years of age or over): _____

Name of Organisation (If applicable): _____

I am a: Not-for profit Group Incorporated Body Other _____

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): _____

Purpose of booking: _____

Anticipated Attendance: _____

Contact person on the day _____

Return to library@albany.wa.gov.au

Albany Public Library – 221 York Street, Albany

Phone: 6820 3600

Albany Public Library – Meeting Room Booking Sheet

Room Details

<input checked="" type="checkbox"/>	Room Name	Capacity	Room Information & Equipment
<input type="checkbox"/>	Meeting Room #1	25	Small meeting room overlooking Town Square, 6 trestle tables, 25 chairs, carpeted floor, smart television, built-in speakers, radio microphone available
<input type="checkbox"/>	Meeting Room #2	25	Small meeting room overlooking York Street, 6 trestle tables, 25 chairs, carpeted floor, data projector, drop down screen, built-in speakers, radio microphone available
<input type="checkbox"/>	Joining Meeting Room #1 + #2 (Management approval required)	100	Combined meeting room overlooking York Street, Town Square, and Alison Hartman Gardens, 12 trestle tables, 80 chairs, carpeted floor

Kitchen Access

All bookings have access to the function kitchen. This contains glassware, cups, and plates for use at your event. The kitchen is also equipped with a fully automatic dishwasher. For smaller events, a tea trolley is available that has an urn and cups. Tea and coffee consumables are supplied but it is recommended that hirers supply their own milk. A fridge is available for storage.

Additional Equipment

The meeting rooms are equipped with built in AV equipment as listed above. Additional equipment, including laptops, cabling, and projectors, can be hired separately per the pricing below.

Fees & Charges

Local Community groups (not for profit) Educational Institutions	<ul style="list-style-type: none"> • No hire fee. Bookings are subject to availability, City of Albany bookings will take precedent. Other fees & charges may apply.
All other hirers	<ul style="list-style-type: none"> • \$50.00/hour • \$250 full day (9.00am – 6.00pm)
Equipment Fee (Laptop/Projector/Screen not including what is provided)	<ul style="list-style-type: none"> • \$20/item hired subject to availability
Cleaning Fee	<ul style="list-style-type: none"> • \$20 where applicable
Room Setup	<ul style="list-style-type: none"> • \$50 where applicable
Kitchen access	<ul style="list-style-type: none"> • \$20 where applicable

Terms & 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 – Friday, 9.00am – 5.00pm.
 - 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
 - Local Community groups, not-for-profits, and educational institutions will not be charged for hire of the meeting rooms. Additional fees for equipment, kitchen use, room setup, and cleaning may still apply.
 - All other bookings will pay fees according to the schedule in this booking form. GST is already included.
 - Rooms must be left in the condition in which they were found. Failure to leave the rooms in a tidy and clean state may result in an additional surcharge.
4. Room set up and pack up is the responsibility of the hirer.
5. Any damage to our building or equipment will be the responsibility of the hirer.
6. Recurring bookings must be submitted prior to the commencement of each 3 month term.
7. Food and drink may be consumed in rooms within reason. The consumption of liquor requires management approval and a liquor license to be arranged by the hirer.
8. Hirers are responsible for ensuring the safety of those attending their events. Fire exits may not be obscured at any time.
9. Albany Public Library reserves the right to cancel any booking at any time.
10. Albany Public Library is not liable for any loss or damage to any person or their property.