

Library Meeting Rooms



Conditions of Hire

1. Bookings may be received via website, email or phone, however applicants must complete and sign a 'Room/Equipment Hire Form' before the booking can be confirmed. An invoice for the hire of the room will be sent to the address on the 'Room/Equipment Hire Form'.
2. Cancellation of a booking is required 3 days prior to booking date. Cancellations received within this time will incur an administration charge of the lesser of \$20.00 or the cost of the booking. Cancellations not received at least three days prior to booking date will be charged the full amount of the booking.
3. A refundable bond of \$50.00 may be charged prior to using the meeting room.
4. Management reserves the right to cancel any booking. Fourteen (14) days notice will be given and any deposit will be refunded.
5. Management reserves the right to refuse to let a room/s/equipment to an applicant without assigning any reasons for such refusal.
6. Management may, at its discretion, require the hirer to have their own public liability insurance cover in place prior to using the rooms.
7. Setting up, including arranging the tables and chairs and clearing away, must be done within the time of the hire stated on the 'Room Equipment Hire Form'. Requested equipment will be provided in the meeting rooms, however Library staff are unable to set up this equipment, nor advise as to its use.
8. All tables and chairs must be left as found. It is recommended that two people be responsible for setting up and clearing away the tables.
9. Rooms must be left in a clean and tidy condition. Any spillage must be cleaned up. Any rubbish must be collected and placed in bins provided. The kitchen area must be left clean. Any posters/decorations used in the room/s must be removed.
10. Any damage discovered prior to the booking is to be reported to the booking officer before use.
11. No person shall consume alcohol within the Library building without prior approval from the City of Joondalup. Should approval be given, this will be indicated on the 'Room/Equipment Hire Form'. All approvals will be subject to the conditions and limitations under the provisions of the Liquor Licensing Act 1988 including:
 - Guests must be supplied with a choice, including low and & non alcoholic beverages
 - Food (eg: cheese/crackers) must also be served
 - Alcohol must not be sold
 - Alcohol must not be served to anyone under 18 years of age
 - The hirer of the facility is legally and financially responsible for any personal or property damage as stipulated in the 'Conditions of Hire'.

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12. There should be no excessive noise either inside the meeting rooms or in the walkway outside the rooms during library opening hours.
13. The City of Joondalup maintains a smoke free environment and smoking is prohibited in any council building.
14. Audio visual and other equipment is intended for use in the library meeting rooms. Under certain circumstances the equipment may be hired for use outside the meeting rooms with the consent of the Manager Library Services. Equipment must be booked and a "Room/Equipment Hire Form" completed. The hirer is responsible for all costs incurred due to any loss or damage to the equipment.
15. It is recommended that items must not be left behind or stored in the meeting rooms or the associated storerooms with out the approval of the Manager Library Services. Should approval be given it must be recognised by the hirer that the City of Joondalup accepts no responsibility for those items stored in the library.

The following is an extract from the Council By-Laws for the control and management of property under the control of the council:

No person shall:

1. Deface or damage any building.
2. Place any nails or screws in the walls or woodwork or any part of the building without the written consent of the Manager.
3. Deface or damage any chattels or equipment, which is the property of the Council.
4. Without the consent of the Council remove or replace any electrical fitting in the building.
5. Without the consent of the Council remove from a building any chattels or equipment which is the property of Council or hired with a building.
6. Behave in a disorderly manner.
7. Use any profane or indecent language.
8. Be in an intoxicated condition.
9. Create or take part in any disturbance.

The hirer of a building vested in or under the control of the council shall:

1. Maintain and keep good order and decent behaviour therein.
2. Make good any damage to the building and any loss or damage to the property and equipment hired therewith or situated therein caused during the term of hiring.
3. Be responsible for carrying out the terms and the compliances with these By-Laws.
4. Permit the Manager, Booking Officer or a person authorised by the Council to have free ingress to the building for the purpose of making an inspection or enforcing any of these By-Laws.
5. Report any damage or defacement to the Manager.

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