

Room Booking Form

Shire of Donnybrook Balingup Donnybrook Community Library 2024-2025



HIRER'S DETAILS

Organisation / Group Name:

Primary Contact Name:

Postal Address:		
	Suburb:	Postcode:

Phone:	Email:
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Secondary Contact Name:

Postal Address:		
	Suburb:	Postcode:

Phone:	Email:
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PAYMENT DETAILS

This section must be completed before submitting. Community and not-for-profit groups are not charged – further information on pricing is available in the Conditions of Hire.

Are you a community group? Yes No *If yes, please skip to Booking Details.*

Please provide the following details for the organisation / group to be invoiced:

Organisation / Group Name:

Organisation / Group Email:

Postal Address:		
	Suburb:	Postcode:

BOOKING DETAILS:

A price list can be found in the Conditions of Hire.

Booking purpose:

Requirements: Seminar Room Meeting Room Kitchen

of participants / attendees (approx. if unknown is acceptable):

REGULAR USE DATES & TIMES:

Proposed Start Date:

Proposed End Date:

WEEKLY	<input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thur. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.	
	Date:	Time(s):
	Date:	Time(s):
	Date:	Time(s):
	Date:	Time(s):
	Date:	Time(s):

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FORTNIGHTLY	<input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thur. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.						
	Date:	Time(s):					
	Date:	Time(s):					
	Date:	Time(s):					
	Date:	Time(s):					
	Date:	Time(s):					
MONTHLY	<input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thur. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.						
	Date:	Time(s):					
	Date:	Time(s):					
	Date:	Time(s):					
	Date:	Time(s):					
	Date:	Time(s):					

ROOM REQUIREMENTS

The Library has a limited number of tables (8) and chairs (approx. 70) for hire. Please be aware that setting up the room and any equipment is the responsibility of the hirer, and any additional tables and chairs are the responsibility of the hirer for provision, set-up, and pack-down.

<input type="checkbox"/> Tables (amount needed required):	<input type="checkbox"/> Chairs (amount needed required):
<input type="checkbox"/> Smart TV/HDMI Cable (only in Seminar Room)	<input type="checkbox"/> Whiteboard <input type="checkbox"/> Pin-up Board

Please outline any further requirements below for the room layout / requirements:

ELECTRICAL EQUIPMENT

Hirers are not permitted to bring any electrical equipment into the facility unless a letter of compliance by an electrician is supplied, stating that the appliance has been checked in accordance with AS3760 – for further information, please enquire with Library staff.

Are you bringing any electrical equipment into the facility? Yes No *If no, please skip.*

Is a Letter of Compliance for Electrical Equipment attached (if applicable)? Yes No

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CAMERAS & VISUAL EQUIPMENT

Written permission must be sought from the Library Manager if any photos or videos are proposed to be taken on the premises.

Are you intending on taking photos and/or videos? Yes No *If no, please skip.*

Library Manager Name: _____

Signature: _____ Date: _____

FOOD

In line with the *Food Act 2008*, all hirers that serve prepare, supply and/or sell food on the premises of the Library must provide evidence that the hirer and/or contracted catering company is registered with their local authority under the provisions of the Food Safety Standards.

Are you bringing any food into the facility? Yes No *If no, please skip.*

Is a Proof of Registration from your Local Authority attached (if applicable)? Yes No

INSURANCE

The Shire and the Education Department will not be responsible for any injury suffered by either participant or non-participant members of the group while using facilities whether the injury be self-inflicted, caused by another member of the group, or caused by another person *not* associated with the group. The Shire and the Education Department will not be liable in any way for any loss of, or damage to the property of the members of the group, whether members or non-members of the group cause the loss or damage.

The above does not apply to the extent that loss or injury, loss or damage is caused or contributed by the wilful negligence or other unlawful act of omission of the Shire or any of its employees, officers, agents or contractors.

For 'one-off' or 'single-use' bookings, Public Liability Insurance is not mandatory. However, the hirer must provide their own Public Liability Insurance to a minimum amount of **five million dollars (\$5,000,000)** for any recurring bookings.

Additionally, clubs and organisations that provide any form of paid or voluntary instruction or coaching during the period of hire must have adequate Professional Indemnity Insurance in place to cover their own coaches or instructors.

Please ensure you have attached a copy of the following (if applicable):

Public Liability Insurance Personal Liability Insurance

Professional Indemnity Insurance Relevant Sporting Qualifications

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OTHER INFORMATION

Please provide any other relevant information/requirements for your booking. Should you require any additional space, please attach additional pages and note below if you have done so.

DECLARATION

By signing below, you verify that the information provided in your booking form is accurate and true, and that you have read and understood the Conditions of Hire.

Applicant Name: _____

Signature: _____ Date: _____

OFFICE USE ONLY

Received / Entered by: _____

Signature: _____ Date: _____

Comments / Notes: _____