

# Room Bookings: Conditions of Hire

Shire of Donnybrook Balingup Donnybrook Community Library 2024-2025



## BOOKINGS

All bookings must be made on the official application form and returned to the Donnybrook Library. Bookings cannot be made until the application form is completed and appropriate documents are attached. Booking times must be adhered to so that all groups can use the library on an equal basis. Setting up and packing up time (minimum 15 minutes) should be booked and paid for, as other groups cannot use the facility during that time. Groups who do not adhere to their booking times may be charged for the extra time used. Participants are to be kept at a safe number with regards to management and specific facility hire. The capacity limits are as follows:

### Seminar Room:

Seated Events: 85 people  
Active (standing) Events: 40 people

### Meeting Room:

Seated Events: 15 people

## RATES & INVOICING

The rates for facility bookings are as follows **per hour** (includes GST):

### Seminar Room:

Commercial: \$34.40  
Community: \$21.40

### Meeting Room:

Commercial: \$11.00  
Community: \$6.60

### Kitchen:

Flat Rate: \$2.75

- Bookings that charge individuals to attend and profit from delivering a service or selling a product will be charged the **Commercial fee**.
- Bookings which do not take money from individuals to profit from the booking will be charged the **Community fee**.
- Bookings are run by groups that are not-for-profit and governed by a board. They do not charge a fee to individuals to attend. These can also include bookings that provide a positive contribution to the community and do not charge a fee for individuals to attend.
- Invoices are emailed to the hirer at the beginning of each month for the month prior's bookings. Instructions are provided on the invoice on how and where to pay.



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## AFTER HOURS ACCESS

Hirers that use the facility after hours will be given keys and instructions on how to access and lock up the facility. Hirers are responsible for picking up and signing off for the keys beforehand. They are also responsible for appropriately securing the facility after use and returning the keys after the booking. If the keys have been lost or stolen the library must be informed immediately.

## SUPERVISION

The hirer will be responsible for the supervision and control of their group whilst in the facility. A responsible adult must supervise children's groups at all times. Supervisors are obligated to accompany the children in their care in all areas of the facility being used.

## BEHAVIOUR

The Library Manager or Library staff shall have the right to expel any person or group using the facilities, should their actions or behaviour be considered prejudicial to the proper use of the facility. Future bookings may be cancelled and a fine imposed under the Council's local laws.

## CONDITIONS OF FACILITY & EQUIPMENT

The hirer will be responsible for maintaining the condition and cleanliness of the facility. It is the responsibility of the hirer to ensure all litter/rubbish is picked up and placed in the correct receptacles at the end of the booking. The hirer is responsible for the cleanliness of the stove, oven and fridge during their booking. The use of nails, hooks, staples or any other fixing device that is permanent or leaves damage is prohibited. Failure to leave the facility in an acceptable condition may incur additional costs for extra cleaning that may occur or cancellation of future bookings.

## STORAGE OF EQUIPMENT

Storing of the hirers equipment either short term or long term before or after their booking at the facility is not permitted unless it is agreed upon with the Library Manager beforehand.



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## DAMAGE

Any breakage or damage of equipment or the facility itself due to misuse or incorrect use is the responsibility of the hirer. Please immediately report any broken or non-working equipment to library staff.

## MEDICAL / FIRST AID

It is recommend that you see your doctor if you have any doubts in your mind whatsoever regarding the participation in any activities, by any member of the hiring group. Should any injured person require first aid, please contact a member of staff at the Library. The Library staff will call emergency services should they deem it necessary. Injured parties will be liable for any costs that may result. All groups are responsible for bringing a list of appropriate medical conditions for all participants each time they enter the facility.

## EMERGENCY PROCEDURES

If evacuation or invacuation is required, library staff will warn people to act. You must follow the instructions of staff at that time and leave the building as directed. A map of both evacuation and invacuation procedures are included in this booklet.

## SMOKING

Smoking or vaping is not permitted within the facility or within 5 meters of the facility entrance.

## ALCOHOL

The consumption of alcohol is not permitted in any part of the facility at any time.

