

## **RANDOLPH STOW MEETING ROOM 1**

### **Seating Capacity**

25 adults seated in an audience setting (not at desks).

15 (20 Max) adults seated at desks.

Rooms are air conditioned.

Lighting can be dimmed for use of projector; please ask the staff.

Public toilets are available in the Library.

Parking is available, fees apply. Please refer to [Helpful tips for Parking in Geraldton](#).

Participants are encouraged to park in the free parking zone across the road from the Library entrance at Marine Terrace (see Appendix 1 below).

### **Meeting rooms are available during the following Library opening hours:**

Monday	1.00 pm	-	5.00 pm
Tuesday	9.00 am	-	5.00 pm
Wednesday	1.00 pm	-	5.00 pm
Thursday	9.00 am	-	5.00 pm
Friday	9.00 am	-	5.00 pm
Saturday	9.30 am	-	12.00 pm
Sunday	1.30 pm	-	3.30 pm

### **Equipment available for use:**

Wall mounted whiteboard

3 x tables

25 x chairs

Free WiFi available

Overhead Projector and screen

Laptop connection port

### **Room Hire**

#### Commercial:

\$160	per day
\$85	per half day
\$42	per hour

#### Community (non-profit) Groups:

\$105	per day
\$65	per half day
\$30	per hour

#### Volunteer Groups:

No Charge

***Cancellation fee of 20% of total booking fee applies if cancelled less than 2 weeks prior.***

### **Conditions of use**

1. Rooms must be pre-booked with definite indication of length of time it will be in use.
2. Rooms must be left as they are found:
  - Desks returned to original configuration (see Appendix 2 below).
  - All rubbish to be placed in bin provided
  - All caterers dishes returned to trolley
3. Equipment such as whiteboards must be cleaned.
4. Technical issues are the responsibility of the user.

## **RANDOLPH STOW MEETING ROOM 2**

### **Seating Capacity**

25 adults seated in an audience setting (not at desks)  
15 (20 Max) adults seated at desks

Rooms are air conditioned.

Lighting can be dimmed for use of projector; please ask the staff.

Public toilets are available in the Library.

Parking is available, fees apply. Please refer to [Helpful tips for Parking in Geraldton](#).

Participants are encouraged to park in the free parking zone across the road from the Library entrance at Marine Terrace (see Appendix 1 below).

### **Meeting rooms are available during the following Library opening hours:**

Monday	1.00 pm	-	5.00 pm
Tuesday	9.00 am	-	5.00 pm
Wednesday	1.00 pm	-	5.00 pm
Thursday	9.00 am	-	5.00 pm
Friday	9.00 am	-	5.00 pm
Saturday	9.30 am	-	12.00 pm
Sunday	1.30 pm	-	3.30 pm

### **Equipment available for use:**

Wall mounted whiteboard  
3 x tables  
25 x chairs  
Free WiFi available  
Bar fridge, running water and sink

Cups, saucers, teaspoons, glasses, carafes, bread and butter plates, electric kettle, detergent, tea towels. Tea, coffee and sugar available, but you will need to provide your own milk.

## Room Hire

### Commercial:

\$160	per day
\$85	per half day
\$42	per hour

### Community (non-profit) Groups:

\$105	per day
\$65	per half day
\$30	per hour

### Volunteer Groups:

No Charge

***Cancellation fee of 20% of total booking fee applies if cancelled less than 2 weeks prior.***

## Conditions of use

1. Rooms must be pre-booked with definite indication of length of time it will be in use.
2. Rooms must be left as they are found:
  - All dishes are washed and put away
  - Desks returned to original configuration (see Appendix 2 below).
  - All rubbish to be placed in bin provided
  - Sink area is wiped down
  - No food or drink is left in the fridge
3. Equipment such as whiteboards must be cleaned.
4. Technical issues are the responsibility of the user.

## **RANDOLPH STOW MEETING ROOMS 1 & 2 (made as one large room)**

### **Seating Capacity**

50 adults seated in an audience setting (not at desks)

30 (40 Max) adults seated at desks

Rooms are air conditioned.

Lighting can be dimmed for use of projector; please ask the staff.

Public toilets are available in the Library.

Parking is available, fees apply. Please refer to [Helpful tips for Parking in Geraldton](#).

Participants are encouraged to park in the free parking zone across the road from the Library entrance at Marine Terrace (see Appendix 1 below).

### **Meeting rooms are available during the following Library opening hours:**

Monday	1.00 pm	-	5.00 pm
Tuesday	9.00 am	-	5.00 pm
Wednesday	1.00 pm	-	5.00 pm
Thursday	9.00 am	-	5.00 pm
Friday	9.00 am	-	5.00 pm
Saturday	9.30 am	-	12.00 pm
Sunday	1.30 pm	-	3.30 pm

### **Equipment available for use:**

2 x wall mounted whiteboards

6 x tables

50 x chairs

Free WiFi available

Overhead Projector and screen

Laptop connection port

Bar fridge, running water and sink

Cups, saucers, teaspoons, glasses, carafes, bread and butter plates, electric kettle, detergent, tea towels. Tea, coffee and sugar available, but you will need to provide your own milk.

### **Room Hire**

#### Commercial:

\$300	per day
\$160	per half day
\$78	per hour

#### Community (non-profit) Groups:

\$200	per day
\$120	per half day
\$54	per hour

### Volunteer Groups:

No Charge

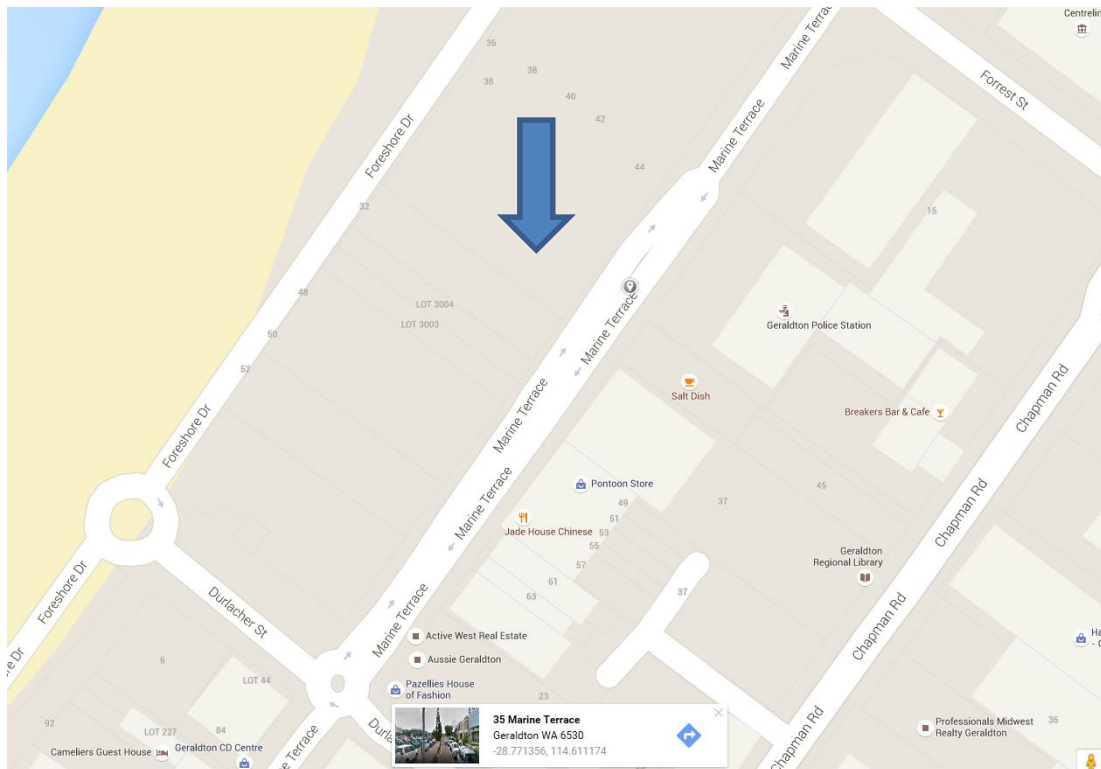
***Cancellation fee of 20% of total booking fee applies if cancelled less than 2 weeks prior.***

### **Conditions of use**

1. Rooms must be pre-booked with definite indication of length of time it will be in use.
2. Rooms must be left as they are found:
  - All dishes are washed and put away
  - Desks returned to original configuration (see Appendix 2 below).
  - All rubbish to be placed in bin provided
  - Sink area is wiped down
  - No food or drink is left in the fridge
3. Equipment such as whiteboards must be cleaned.
4. Technical issues are the responsibility of the user.

### **Appendix 1 - Parking**

Free parking is available across the road from the Library entrance at Marine Terrace (entry via Foreshore Drive).



## Appendix 2 – Desk configuration

Desks to be returned to the configuration below.

