

Geraldton Regional Library – Venue Use Terms & Conditions

SPACES FOR BOOKING

- Randolph Stow Meeting Room 1
- Randolph Stow Meeting Room 2
- Study Area
- Library Floor (display purposes only)
- 'Library Lane' Exhibition Space
- 'WiFi Wall' Exhibition Space

SEATING CAPACITY

CAPACITY	MEETING ROOM 1 or 2	COMBINED (Both Rooms)	STUDY AREA
Theatre Style	25 Adults per room	50 Adults	N/A
Seated at desks	15 Adults per room	30 Adults	40 Adults

GENERAL INFORMATION

- Library and meeting rooms are air-conditioned;
- Public Toilets are available in the Library;
- Parking is available (please refer to Appendix One);
- Lighting can be dimmed for use of projector (please ask the staff);
- Exhibition and display spaces can be hired by Voluntary and Community Groups only.

VENUE AVAILABILITY

Venues are only available during the Library's hours of operation;

- Monday 9.30am – 4.30pm
- Tuesday 9.30am – 4.30pm
- Wednesday 1.00pm– 4.30pm
- Thursday 9.30am – 5.30pm
- Friday 9.30am – 4.30pm
- Saturday 9.30am – 12.30pm
- Sunday CLOSED

VENUE HIRE FEES (GST included) - Current until 30 June 2027

FEES	MEETING ROOM 1 or 2	COMBINED (Both Rooms)	STUDY AREA /EXHIBITION SPACES
COMMERCIAL			
Per hour	\$ 56	\$ 100	N/A
COMMUNITY (NOT FOR PROFIT/ FEE FOR SERVICE)			
Per hour	\$ 37	\$73	N/A
COMMUNITY (VOLUNTARY)			
Per Hour/Half Day/Full Day	FREE	FREE	N/A
INDIVIDUALS OR PRIVATE STUDY			
Per Hour	\$21	\$42	N/A

Cancellation fee of 100% of the total booking fee applies, if cancelled less than 48 hours prior to booking.

DEFINITIONS OF VENUE USERS

Commercial: An organisation, business or society or an individual from a business.

Community (not for profit / fee for service): Community based organisation that pay their members/staff, where there is a fee for service or tickets. For example, non-profit associations where there is a fee for educational activities and training.

Community (voluntary): A volunteer or organisation created by members of a group or community, which usually rely on unpaid workers, or is setup as charity conducting a non-profit activity or program with no fee for service or tickets. For example, book club, support group, craft group.

Individuals or private study: Individuals who book a venue space for private use may be subject to fees.

Please note - Randolph Stow Meeting Room 2 is available for quiet study when not otherwise in use by a venue booking. However, this is a shared space and cannot be used exclusively unless a booking has been approved.

AVAILABLE EQUIPMENT

BUSINESS EQUIPMENT	MEETING ROOM 1	MEETING ROOM 2	STUDY AREA
Wall Mounted Whiteboard	✓	✓	×
Tables	3 x rectangle 1 x round	4 x rectangle	6 x rectangle 2 x round
Chairs	22	42	14
Free Wi-Fi	✓	✓	✓
Overhead Projector/Screen	✓	×	×
Laptop connection port	✓	×	×

Please note that the laptop connection port requires a HDMI cord, which you must provide.

KITCHEN EQUIPMENT	MEETING ROOM 1	MEETING ROOM 2
Bar Fridge	×	×
Running water and sink	×	✓
Crockery and Cutlery <i>Including cups, plates, glasses, etc.</i>	✓	✓
Electric Kettle or urn	✓	✓
Liquid Soap and Paper Towels	×	✓
Cleaning Equipment	✓	✓

Tea, coffee and sugar is available, **but you will need to provide your own milk.**

When the two rooms are combined all equipment is available for use.

CONDITIONS OF USE

- Venues must be pre-booked. Bookings are confirmed only after email confirmation is issued by the Library via SpacetoCo. Please be aware that bookings made less than 24 hours in advance cannot be guaranteed.
- Set up of Meeting Rooms is the responsibility of the user;
- Meeting Rooms must be left, as they are found;
 - Desks returned to original configuration (see Appendix Two).
 - All rubbish to be placed in bins provided.
 - All dirty dishes placed on the trolley.
 - Sink area is wiped down.
 - No food or drink to be left in the fridge.
- Equipment such as whiteboards must be cleaned.
- Technical issues are the responsibility of the user.
- The hirer is fully responsible to ensure all appropriate licenses and security are in place, if alcohol is consumed on City property.
- The hirer is responsible for the function and indemnifies the City in the case of an accident or damage to any parts of the Library, building and its contents. The hirer will be responsible for covering the recovery costs of any damage to fixtures and fittings, equipment and furniture or any additional cleaning costs. The hirer will be notified any pending charges within 3 working days.
- The hirer must adhere to the City's Safety Management Plan (SMP) and the City's Child Safe Awareness Policy. Copies of these are available on request.

APPENDIX ONE - PARKING

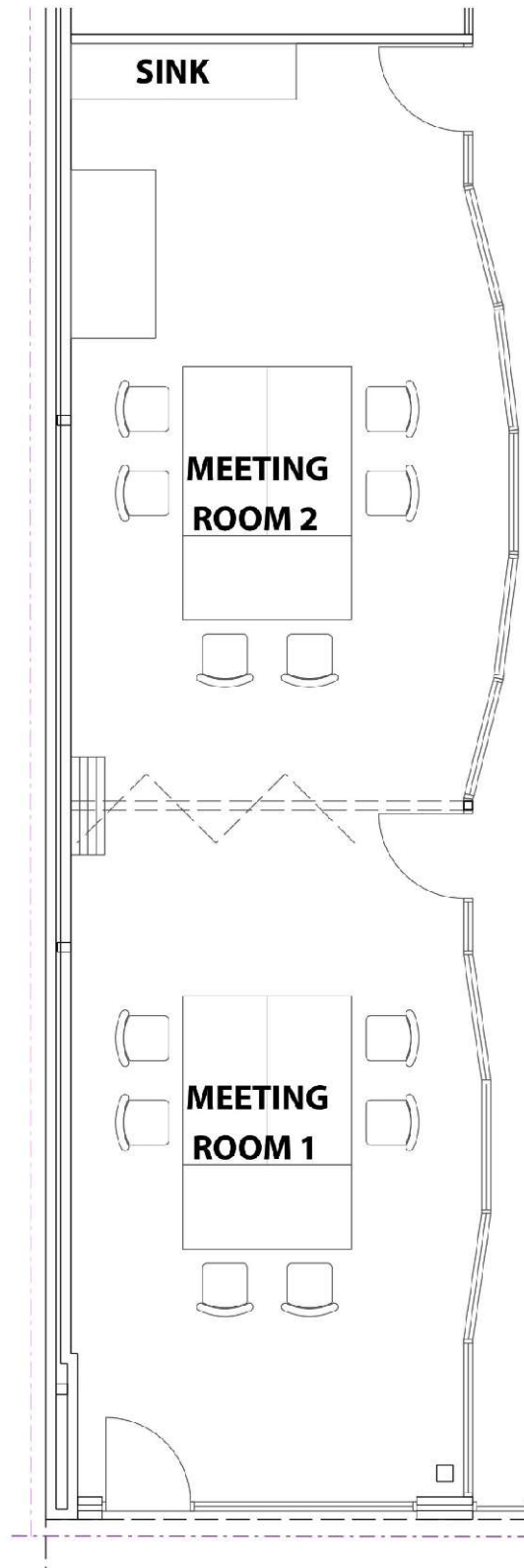
Free all-day parking is available at the Geraldton Regional Library in Carpark 2, off Chapman Road. Follow this link to the City website for more information on parking in the CBD.

https://www.cgg.wa.gov.au/Profiles/cgg/Assets/ClientData/Parking_in_Geraldton_Dec_2025_.pdf

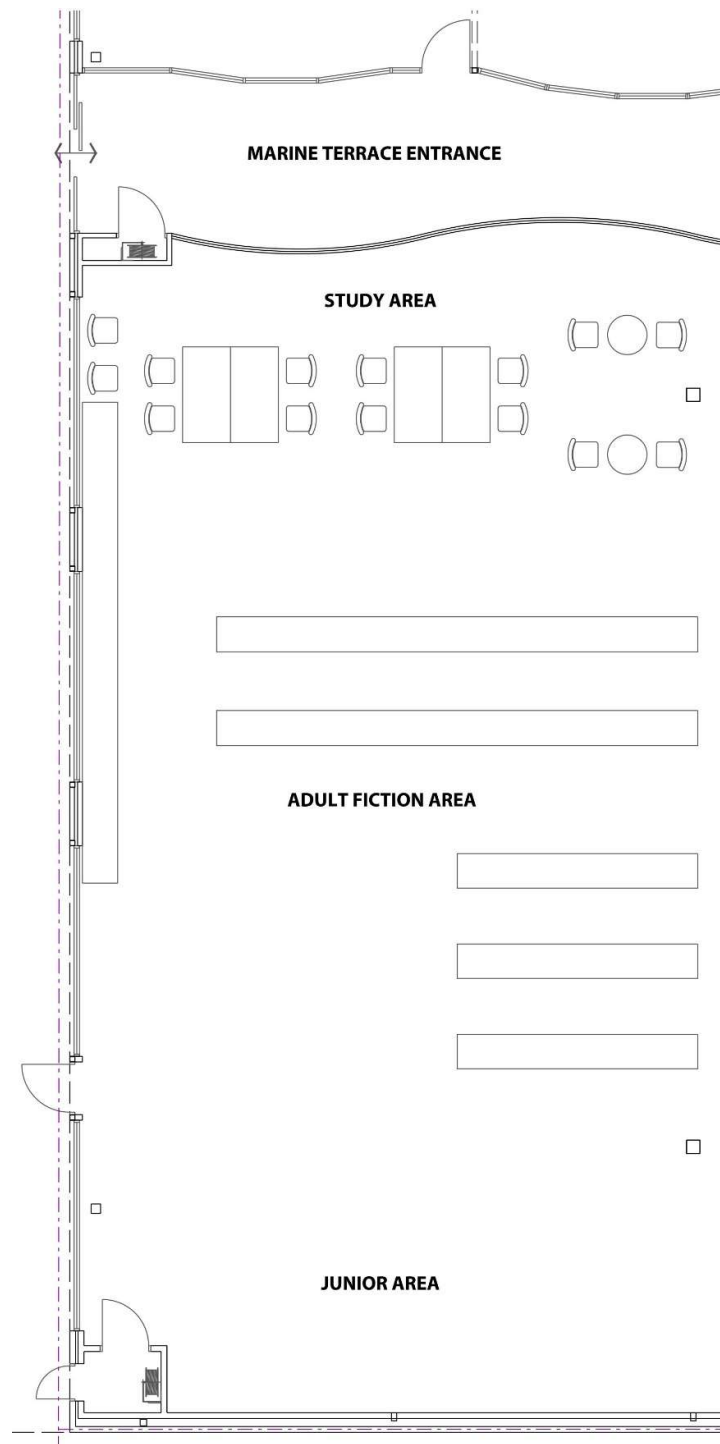


APPENDIX TWO – DESK CONFIGURATION

Desks to be returned to the configuration below.



APPENDIX THREE – STUDY AREA CONFIGURATION



Geraldton Regional Library

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Geraldton Regional Library

Mullewa Public Library

E library@cgg.wa.gov.au

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W www.library.cgg.wa.gov.au

LIB02

Department of Community and Culture

TRIM REFERENCE

D-25-031331