Geraldton Regional Library – Venue Use Terms & Conditions

SEATING CAPACITY

CAPACITY	MEETING ROOM 1 or 2	COMBINED (Both Rooms)	STUDY AREA
Theatre Style	25 Adults per room 15 Adults per room (COVID)	50 Adults 30 Adults (COVID)	N/A
Seated at desks	15 Adults (20 max) per room 10 Adults per room (COVID)	30 Adults (40 max) 20 Adults (COVID)	20 Adults (2 per desk)

GENERAL INFORMATION – Temporary COVID restrictions may apply

- Library and meeting 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 may apply (please refer to Helpful Tips for Parking in Geraldton); and
- Participants are encouraged to park in the Free Parking Zone across the road from the Library entrance in Marine Terrace (please refer to Appendix One).

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

FEES	MEETING ROOM 1 or 2	COMBINED (Both Rooms)	STUDY AREA
COMMERCIAL			
Per day	$ 168	$ 336	NA
Per half day	$ 89	$ 178	NA
Per hour	$ 44	$ 88	NA
NOT-FOR-PROFIT			
Per day	$ 110	$ 220	NA
Per half day	$ 68	$ 136	NA
Per hour	$ 32	$ 64	NA

FEES	MEETING ROOM 1 or 2	COMBINED (Both Rooms)	STUDY AREA
VOLUNTARY ORGANISATIONS			
Fee for Event – Per day	$ 110	$ 220	NA
Fee for Event – Per half day	$ 68	$ 136	NA
Fee for Event – Per hour	$ 32	$ 64	NA
No Fee for Event	FREE	FREE	NA
EDUCATIONAL/TUTORING			
No charge – please note: Non-Exclusive use of Meeting Rooms is permitted if available.			

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

DEFINITIONS OF ORGANISATIONS

Commercial: Organisation, business or society operates for the purpose of making a profit.

Not-for-Profit: Community based organisation that pay their members/staff, who work for them.

Voluntary Organisation: An organisation created by members of a group or community, which usually rely on unpaid workers, or is set-up as a charity.

Educational/Tutoring: Facilitating the process of imparting knowledge via formal or non-formal experience. (school, tutors).

AVAILABLE EQUIPMENT

BUSINESS EQUIPMENT	MEETING ROOM 1	MEETING ROOM 2	STUDY AREA
Wall Mounted Whiteboard	✓	✓	×
Tables	3	4	4 x rectangle 2 x round
Chairs	22	42	12
Free Wi-Fi	✓	✓	✓
Overhead Projector/Screen	✓	×	×
Laptop connection port	✓	×	×

More chairs available if required.

KITCHEN EQUIPMENT	MEETING ROOM 1	MEETING ROOM 2
Bar Fridge	×	✓
Running water and sink	×	✓
Crockery and Cutlery *Including cups, plates, glasses, etc.*	✓	✓
Electric Kettle	✓	✓
Liquid Soap and Paper Towels	×	✓

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

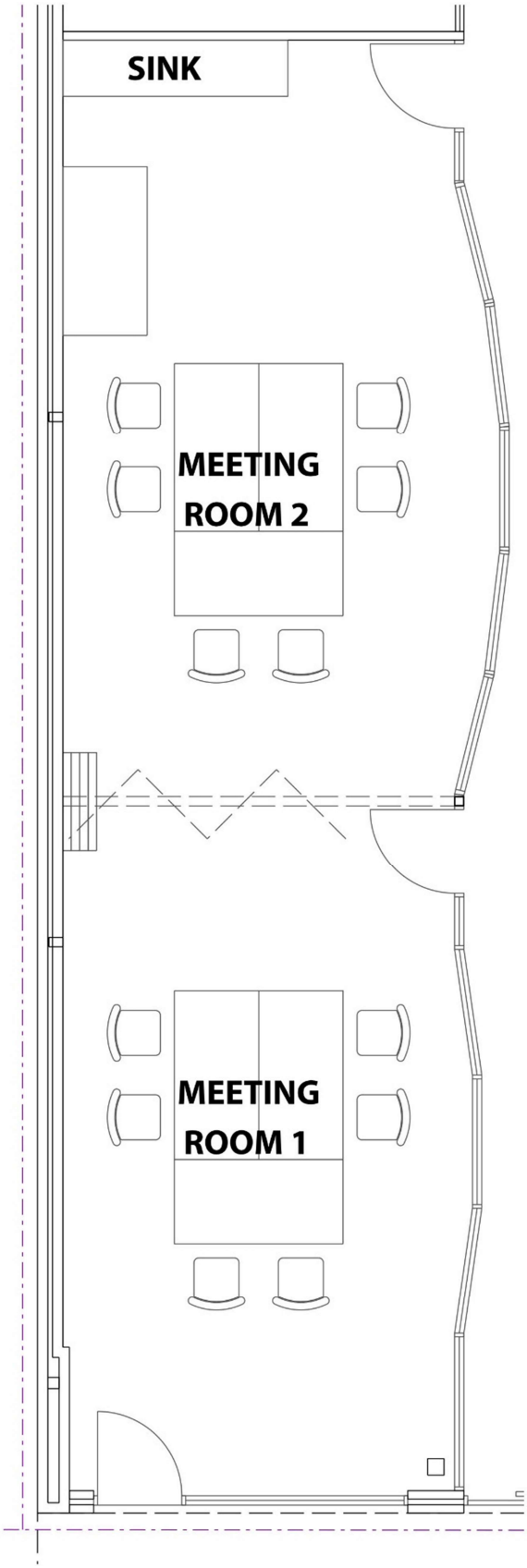
1. Venues must be pre-booked using the Geraldton Regional Library – Venue Use Application Form. Bookings are confirmed following written advice from the Library.
2. Meeting Rooms must be left, as they are found;
    - Desks returned to original configuration (see Appendix Two).
    - All rubbish to be 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.
3. Equipment such as whiteboards must be cleaned.
4. Technical issues are the responsibility of the user.
5. The hirer is fully responsible to ensure all appropriate licenses and security are in place, if alcohol is consumed on City property.
6. 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 making good any damage.

APPENDIX ONE - PARKING

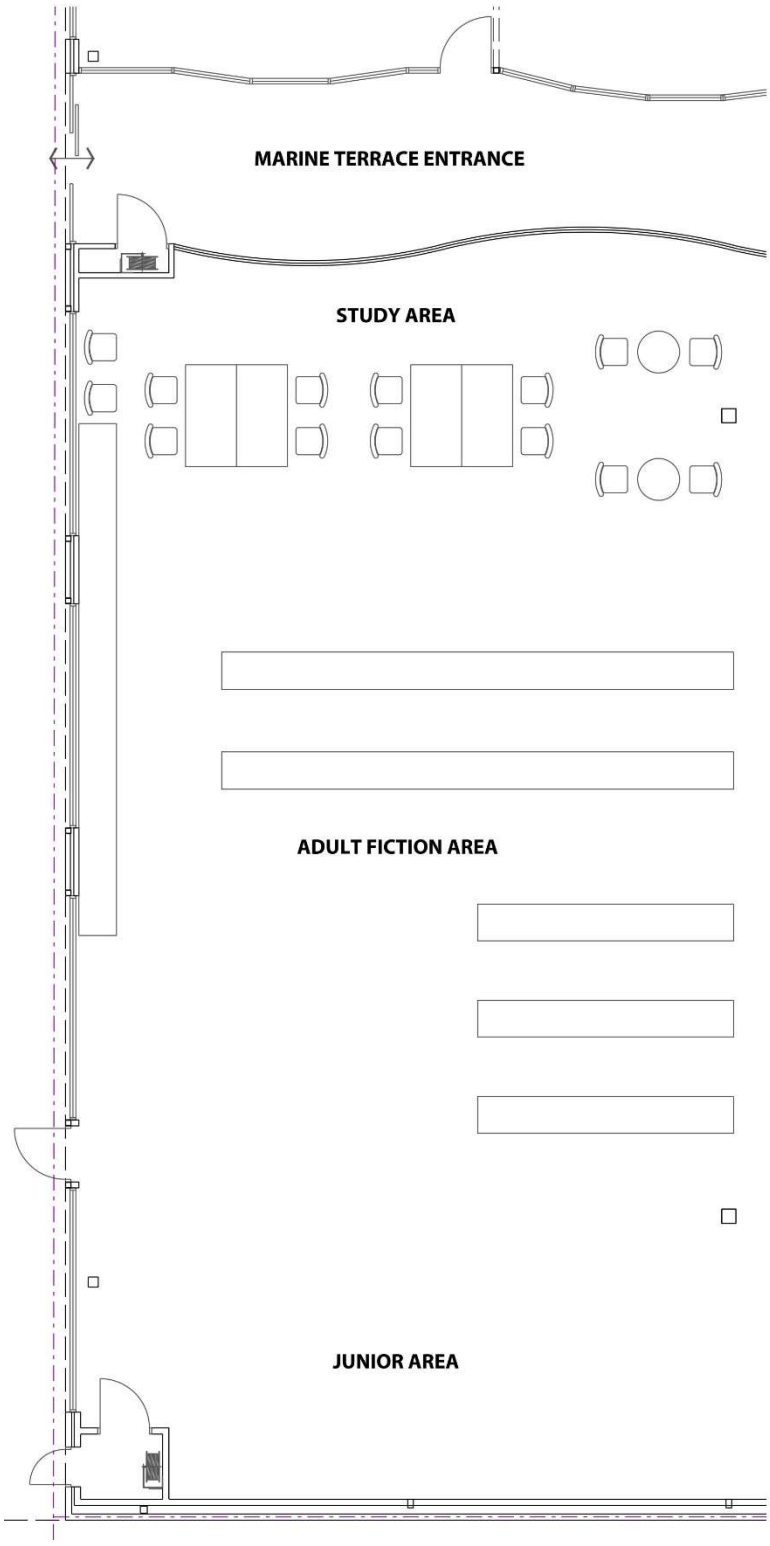
Free Parking is available across the road from the Geraldton Regional Library entrance in Marine Terrace (Lot 601 entry is via Foreshore Drive).

APPENDIX TWO – DESK CONFIGURATION

Desks to be returned to the configuration below.



APPENDIX THREE – STUDY AREA CONFIGURATION



Geraldton Regional Library

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