

Hirer's Declaration

I, _____
of _____
agree that the room hire on (date) _____
will be used for the purpose of _____

and no other purposes.

I agree to abide by the Terms & Conditions.

signature: _____

print name: _____

phone: _____

ABN: _____

business name: _____

business address: _____

I guarantee the Certificate of Currency supplied
is current.

signature: _____

print name: _____

date: _____

certificate number: _____

certificate date: _____

Catering and Equipment

Continuous instant coffee & tea - \$4.00 per person

Jugs of chilled water - \$1.85 per jug

Equipment for hire is only for use in the Library.

Electronic whiteboard - \$7.25

Smartboard - \$7.25

TV and DVD player - \$7.25

Flip chart - \$7.25

Markers - \$7.25

Standard whiteboard - no charge

Free standing display board - no charge

Singleton Public Library

8-10 Queen Street
Singleton NSW 2330

www.singleton.nsw.gov.au

🕒 Mon-Fri 9am-7pm Sat 9am-2pm

✉ library@singleton.nsw.gov.au

📞 02 6578 7500

📠 02 6572 4197

Meeting & Training Room Hire 2018 / 19



SINGLETON
LIBRARY



Room Hire Fees & Charges

2018 / 2019

Variation to standard setup - \$54.65
No charge if done by hirer & restored to original setup, 50% charge if not restored.

Kitchenette access - \$25.40

Additional charge for kitchen clean-up for non-adherence to Rules displayed in kitchenette.

Kitchen clean-up - \$42.30

Hourly Rate

Community Groups unfunded—\$15.20

Community Groups funded—\$28.75

Small businesses—\$28.75

Commercial—\$50.95

Minimum 1 hour hire with subsequent hours charged in 1/2 hour blocks.

Half Day (4 hours)

Community Groups unfunded—\$46.80

Community Groups funded—\$90.30

Small businesses—\$90.30

Commercial—\$160.90

Note: small businesses are defined as per ATO and Fair Work Australia definitions

Training Room

Maximum 11 people seated at computers

No food or drink is permitted in this room.

Meeting Room

Up to 30 people seated at six tables

Interview Room

Up to 12 people seated at tables

Terms & Conditions of Hire

1. Insurance: Incorporated bodies must provide a Certificate of Currency as evidence of public liability cover of at least \$20m.
2. Loss or Damage to Property: It is the responsibility of the hirer to pay for any loss or damage to property, walls of the building, furniture, fittings, appliances or equipment. The decision of the Library & Learning Team Leader as to the amount payable shall be final and binding upon the hirer. It will be either replacement or repair costs whichever is applicable. No food or drink is permitted in the Training Room.
3. The walls or any other part of the building shall not be pierced by tacks or other contrivances, nor shall any writing, adhesive tape, blue tack or other materials be used on the walls.
4. Variation to standard set up of room: This incurs the fee listed in the Fees & Charges if done by Library staff upon request. There is no charge if the hirer does the set up and restores to the original set up. A 50% charge will apply if the original set up is not restored.
5. Kitchenette: An additional charge to the fee for kitchenette access will be incurred for non adherence to the Rules of the Kitchenette. These rules are on display in the kitchenette and outline the responsibilities associated with access to the kitchenette.
6. It is the hirer's responsibility to maintain proper order of participants and their function in the area hired and the surrounds.
7. The use of the building for political meetings or other political purposes will be granted only at the discretion of Singleton Council and the usual Terms & Conditions apply.
8. The sale of alcohol is not permitted and smoking inside the building is strictly prohibited.

9. Advertising: No advertising of any description shall be permitted upon or in any part of the premises or grounds unless approved by the Library & Learning Team Leader.
9. Singleton Council shall not be responsible for or incur any liability in respect of any loss occasioned to the hirer through accident of any kind of failure of the power or other facilities or any other unavoidable cause.
10. Neither Singleton Council nor any of its officers shall be in any way responsible or incur any liability for any damage to or loss of any property whatsoever placed in the building or grounds by the hirer or any person on behalf of the hirer.
11. Singleton Council will not permit or suffer anything to be done, in the building or its surroundings, which is offensive to religion or morality.
12. The use of any sound equipment is prohibited without the permission of the Library & Learning Team Leader.
13. When vacating the room all doors are to be locked and the Front Desk staff notified of your leaving the library. The room and its contents are your responsibility until this has been done.
14. Rooms must be vacated by the time nominated on the booking form. Bookings that run overtime will incur additional charges that will be applied in half hour blocks.
15. In the event of any dispute or differences arising as to the interpretation of these Terms & Conditions or as to the meaning of them, the decision of the Library & Learning Team Leader shall be final and conclusive.

Cancellation Fees:

Room Hire - at least 24 hours' notice is required for cancellations of 10% of the room hire will be charged.