

# APPLICATION FORM AND CONDITIONS



## Hire of Stanton Library Meeting Room

### Booking Fees

**Rate:**

Daily Rate until 5pm:	\$180
Weekdays till 5pm:	\$32 per hour
Evening & Weekend:	\$42 per hour

Casual Insurance (Public Liability)      \$57

### Bookings and Fees:

- No refunds will be given. Changes to bookings can be made free of charge, depending on availability of alternative dates.
- Full payment for weekday days and weekends is due before using the room. No refunds will be given.
- Payments can be made by EFTPOS in person at the Customer Service Desk or over the phone.
- Rates for the rooms are applied from the Council fees and charges document and are subject to Council review. Charges are applied from 1st July each year.
- There are two rates for hirers – Private/Business and Community/Not for Profit (50% of private rate). Proof of an organisation's Not for Profit status is required for a booking to be eligible for the Community rate.
- Any amendments or cancellations to confirmed bookings must be provided in writing.
- Changes to bookings can be made free of charge, depending on availability of alternative dates.

### General Information

For all enquiries regarding hire applications please contact Library Administration on (02) 9936 8400

All sections of this application form must be completed in full before your application can be processed. Including:

- Booking form
- Indemnity Statement
- Conditions of hire
- Insurance Information

Please email form to [StantonLibraryRoomHire@northsydney.nsw.gov.au](mailto:StantonLibraryRoomHire@northsydney.nsw.gov.au) to secure booking.

### Insurance:

- Incorporated bodies, associations of any kind, profit making/commercial activities must have public liability insurance to the value of \$20 million.
- A current copy of their Certificate of Currency must be emailed with the application and will be kept on Council files.
- Council shall not be responsible for any loss or damage to any property belonging to either the hirer or any person in the facility at the invitation of the hirer.
- The hirer will be liable for any damage they or their invitees caused to library facilities.
- A "casual hirer" is defined as 'a hirer of Council facilities on no more than a total of twelve times over any twelve-month period.' The premium for casual hirers is \$57 (inc. GST) per day or part thereof.

<b>Available hours:</b> (unless otherwise reserved)	Monday – Thursday: 9am – 8pm Friday: 9am – 6pm Saturday & Sunday: 10am – 5pm The room must be vacated 15 minutes prior to closing.
<b>Number of people:</b>	Up to 6
<b>Tables:</b>	1 x round table
<b>Chairs:</b>	10 stackable
<b>Size of room:</b>	Approx 4.2m long x 3.3m wide
<b>Facilities:</b>	48 inch Samsung monitor screen for presentations <i>To connect devices to the monitor, hirers to supply own device and HDMI cable or use Clickshare app.</i>

# Stanton Library Meeting Room Booking Form



## APPLICANT'S DETAILS

Organisation:	
ABN: <i>(if applicable)</i>	
Contact Name:	
Phone:	
Address:	
Email:	
Invoicing: <i>(if different to the above)</i>	
Contact Name:	
Phone:	
Address:	
Email:	

## BOOKING DETAILS

Hire date/s required:	
Time: <i>from/to</i>	
No. of expected guests:	
Purpose of hiring this facility:	

## INSURANCE DETAILS

Hire of Council-owned facilities cannot be confirmed unless you have public liability insurance for the venue you wish to use. For bookings made on behalf of companies or organisations, details of your public liability insurance must be completed below and a Certificate of Currency provided to Council by your insurance company prior to your booking being confirmed. In the case of individuals, you may need to pay a public liability fee to the Council prior to the booking being confirmed.

### Please Tick Whichever Applies

- ☐ Paid for Casual Public Liability Insurance
- ☐ Possess Own Insurance and Certificate of Currency

I hereby declare that *(name of company/organisation/person)*

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is the hirer of *(name of venue)*

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during the period from \_\_\_\_\_ to \_\_\_\_\_ on (date)

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is insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity not less than \$20 million (AUD).

### If providing own insurance, please fill out details below.

Name of Insurance Company:

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Public Liability Policy No.

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Period of Insurance from: \_\_\_\_\_ to \_\_\_\_\_

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Limit of Indemnity: \$

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I understand that this insurance shall not be cancelled or lapse without the agreement of North Sydney Council and the policy document shall be endorsed to this effect.

Signed:

Date:

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*(on behalf of)*

**N.B. A copy of your Certificate of Currency must be included when lodging your application.**

## INDEMNITY

**Applicant's name:** \_\_\_\_\_

(Referred to hereafter as the Permit Holder) holds North Sydney Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges, and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Conditions of Hire

General use:

- The Library Meeting Room can be hired from 9.00am on weekdays, 10am on weekends. The room must be vacated by 7:45pm Monday to Thursday, 5:45pm Friday and 4:45pm on weekends.
- Facilities must be left in a clean and tidy condition; otherwise, additional fees will be charged.
- The hirer is responsible for the behaviour and conduct of those attending meetings.
- Smoking is not permitted on Library premises, including the Meeting Room.
- Any items of property left on the premises after occupancy may be removed and disposed of at the discretion of Council, without compensation to the owner or person responsible.
- Hirers are to abide by any reasonable direction given by the Library Supervisor.
- If you require use of the monitor, you will need to provide your own HDMI cable.
- No hot food or drinks to be consumed in the Meeting Room. Coffee with lids are acceptable.
- No food or drink is to be served in foyer areas.
- All rubbish must be disposed of in the bins provided.

I accept these conditions.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name Printed:** \_\_\_\_\_