



Meeting Room and Co-working Spaces Terms & Conditions of Hire

Bookings for Rooms and Co-working Spaces

Bookings are made online on the Bega Valley Shire Library website. All bookings payments are charged to a valid credit card at the time of booking. If you require an invoice, please contact the library directly.

Cancellations

Cancellations are made online using your booking ID or accessing My Bookings on the Library Website. Refunds will be issued for cancellations up to 48 hours prior to the booking.

Council reserves the right to refuse any booking or to cancel a booking already made and will refund the Hirer any monies paid to Council. Council will not be liable for any loss, injury, damage or otherwise in consequence of exercising its rights.

Fees

- Charges for the Meeting Rooms and Co-working Spaces are calculated according to Bega Valley Shire Council's Fees & Charges Schedule which is current for each financial year. All fees and charges are GST inclusive.
- An hourly rate fee applies for each hour of use.
- Council has the right to set out special conditions and hire fees for any activities or functions not covered in the current Fees & Charges Schedule.

Insurance

Commercial/Community Associations: All registered clubs, incorporated organisations and/or commercial enterprises hiring Council facilities must provide a copy of their Certificate for Public Liability of at least \$20 million.

Public Liability Insurance is required for all of the following:

- Profit making/commercial activities
- Stall holders
- Sporting groups
- Associations of any kind
- Incorporated Bodies
- Tutoring

Email a copy of your Public Liability Insurance at time of booking to library@begavalley.nsw.gov.au

Regular users must email their Certificate for Public Liability insurance each year when they renew

their insurance cover. Email to library@begavalley.nsw.gov.au

Meeting Room Set-up

Meeting rooms are set up in a boardroom style by default. If you require a different layout you will need to arrive early enough to make changes. The Hirer must return the room to the default boardroom layout at the end of their booking. Please ensure you allow sufficient time within your booking period for setup and pack down so you do not impact on the next booking. Do not take equipment or furniture from the room without talking to Library staff first.

After Hours Access - Bermagui Hall and Tura Library/Community Centre Only

If your booking start time is before 9.30am you will need to collect the meeting room key or code the day prior to your booking. If your booking start time is between 9.30am – 10.00am you will need to make arrangements **prior** to your booking for a staff member to let you in to the building.

** Weekend access – liaise with Library staff ahead of time for a building induction and to pick up keys.

** Bermagui Library is closed on Wednesdays. If you make a room booking for a Wednesday, it is your responsibility to contact Bermagui Library to arrange key collection 1-2 days before the booking.

Bermagui Co-working Spaces

These are available Mondays, Tuesdays, Thursdays and Fridays: 10.00am – 4.30pm. There is no after-hours access for the co-working spaces.

Please do not alter the configuration of the co-working space without first consulting Library staff. If you move any furniture (with library staff approval) you must return it to its original position at the end of your booking time.

Conditions of Use

- All NSW Public Health orders must be followed.
- 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 Council staff as to the amount payable shall be final and binding upon the Hirer. It will be either replacement or repair cost, whichever is applicable.
- Meeting times are to be strictly adhered to so as not to inconvenience other users. The Hirer shall ensure that all persons have vacated the meeting room by the finishing time agreed to, as stated on the booking form. Please allow time within your booking for set up and pack down of the room.
- The walls, and any other part of the building, shall not be pierced by tacks or other fasteners, nor shall any writing, adhesive tape, blue tack or similar reusable & non-reusable adhesives be used on the walls.
- It is the Hirer's responsibility to maintain proper order by participants of their function in the area hired and its surrounds.
- Advertising: No advertising of any description shall be permitted upon or in any part of the premises or grounds unless approved by the Council staff.
- Smoking is not permitted on Library and Council premises.
- Bega Valley Shire Council shall not be responsible for, or incur any liability in respect of, any

loss occasioned to the Hirer through accident of any kind or failure of the power or other facilities or any other unavoidable cause.

- Alcohol is not permitted for any functions in the meeting rooms or Co-working spaces without appropriate licences and notifications to authorities.
- Neither Bega Valley Shire 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.
- The use of any sound equipment is prohibited without the permission of Library staff.
- The use of the meeting rooms or Co-working spaces does not constitute an endorsement by Council of any organisation's policies and beliefs.
- Emergency Exits and doorways must remain clear at all times.
- When directed by staff to leave the building, evacuation procedures must be strictly adhered to.
- Fire safety equipment must not be used except in case of fire.
- Council reserves the right to declare the meeting room unfit for use or occupation at short notice and will not be liable for any inconvenience caused.
- Meeting rooms, Co-working spaces, kitchens, kitchenettes and other facilities must be left in a clean state with all rubbish to be placed in bins provided. Any damage must be reported as soon as possible. Any additional cost and expense incurred by Council in cleaning the facility will be recovered from the Hirer. (Refer to Fees and Charges Schedule.)
- In the event of any dispute or difference arising as to the interpretation of these Terms & Conditions or as to the meaning of them, the decision of Council staff shall be final and conclusive.

Emergency Procedure for room hire outside of normal business hours - Bermagui Hall and Tura Library/Community Centre Only

- The Hirer is responsible for their attendees.
- Library staff are not available to help resolve issues outside of regular library working hours. If you have any questions or concerns these should be raised at the time of the induction prior to the hire period.
- At commencement of your event, please make all attendees aware of where the facilities and exit doors are.
- In case of an emergency – fire etc. - emergency alarm will sound – please evacuate the building immediately and gather at the assembly point on the emergency evacuation plan.
- Call 000.
- Wait until authorities give the all-clear before re-entering the building. Do not re-enter the building before this clearance.
- The Hirer must notify the Library Services Coordinator the next business day who will assist the Hirer to complete the incident report paperwork to provide a detailed explanation as to what occurred.
- In the event of an emergency, Hirers are responsible for the evacuation of all attendees. Further information on after-hour's emergency procedures can be found in the Emergency Management Manual located in the meeting room.

Emergency Numbers:

- Security: 1300 658 118
- Bega Valley Shire Council Emergency After Hours: (02) 6499 2222