



**Mitcham Memorial Library
Meeting rooms**

**INFORMATION FOR HIRERS &
CONDITIONS OF HIRE**

GENERAL INFORMATION

The Mitcham Memorial Library offers five meeting rooms for hire. The modern comfortable facilities can be used for a range of activities including meetings and small functions. The meeting rooms open off an impressive entrance foyer and gallery space. The rooms have a magnificent outlook to the Soldiers' Memorial Garden and Brownhill Creek.

Both the Lenzerheide Room and Meeting Room 2 open directly to the spacious deck area. The Lenzerheide Room, Meeting rooms 2 and 3 have operable walls and can be hired singly or joined to provide larger spaces.

	SIZE (approx.)	CAPACITY conference /theatre style	AMENITIES	AV EQUIPMENT
Lenzerheide Room	4.6m x 6m	12/24	4 tables 12 chairs	<ul style="list-style-type: none"> • Drop down screen • Ceiling mounted projector • Wireless presentation system • Audio & wireless microphone
Room 2	4.6m x 5.2m	10/20	3 tables 10 chairs	<ul style="list-style-type: none"> • Drop down screen • Ceiling mounted projector • Wireless presentation system • Audio & wireless microphone
Room 3	4.6m x 4.5m	8/16	2 tables 8 chairs tea and coffee making facilities	<ul style="list-style-type: none"> • SMARTBoard with connectivity to laptops, tablets and smart phones
Lenzerheide Room and Room 2	4.6m x 11.2m	22/50	7 tables 22 chairs	<ul style="list-style-type: none"> • Drop down screen • Ceiling mounted projector • Wireless presentation system • Audio & wireless microphone
Rooms 2&3	4.6m x 9.7m	18/40	5 tables 18 chairs	<ul style="list-style-type: none"> • Drop down screen • Ceiling mounted projector • Wireless presentation system • Audio & wireless microphone and/or smart screen
Lenzerheide Room and Rooms 2&3	4.6m x 15.7m	28/60	9 tables 28 chairs tea and coffee making facilities	<ul style="list-style-type: none"> • Drop down screen • Ceiling mounted projector • Wireless presentation system • Audio and wireless microphone and/or smart screen
Room 4	4.6m x 3.1m	6/10	2 tables 8 chairs	<ul style="list-style-type: none"> • SMARTBoard with connectivity to laptops, tablets and smart phones
Room 5	4.6m x 3.1m	6/10	2 tables 8 chairs	<ul style="list-style-type: none"> • SMARTBoard with connectivity to laptops, tablets and smart phones

**Additional seating is available for theatre style use of the meeting rooms.
Please arrange this with us when making your booking.**

Hours of operation

Monday – Sunday	Library opening hours & out of hours by arrangement
Public holidays	Not available

Facilities

- A shared kitchenette is available for the use of all hirers. It includes boiling water, chilled water, a dishwasher, microwave and refrigerator. There is also a range of crockery and cutlery (70 cups and saucers, 40 mugs, 72 knives, forks, desert spoons and teaspoons, 12 water jugs, 70 small glasses). Please provide your own milk, tea, coffee, tea towels etc.
- A coffee machine is available during library opening hours (Cost of \$2 – accepts all coins).
- We do not supply refreshments, byo tea, coffee, milk supplies or source your own caterers.

AV equipment

We provide basic written instructions for audio visual equipment enabling you to display your presentations. Please bring your own device (laptop) and HDMI cord for seamless connectivity. If required, we are happy to make a time to run through AV equipment prior to your booked hire to ensure you familiarise yourself with the equipment and features available. We are unable to guarantee “on the spot” technical assistance.

After-hours / out of hours hire & access

We provide an out of hours pack, including security swipe cards. You will need to collect these from the library during opening hours. They will be available 48 hours before your room booking.

The out of hours pack includes general information for hirers including access and security requirements. Hirers must ensure that the room is locked, equipment is turned off and the building is secured at the end of the hire period. An opportunity to discuss and understand these requirements is covered in pre hire induction meeting.

Out of hours pack, including swipe cards must be returned within 24 hours of the end of the hire period, either in person or via the library after-hours chute.

Regular hire

We are happy to discuss hiring the meeting rooms on a regular basis. Please speak to Community Venues Administrator Ph: 8372 8178.

Fees – Hourly rates of hire – including GST

**Community: Includes not-for-profit organisations where proof of not-for-profit status will be required.*

**Business / commercial: An individual, organisation or firm involved in commerce or general business activities*

ROOMS	COMMUNITY GROUPS* / PRIVATE USE	BUSINESS/ COMMERCIAL*
Lenzerheide Meeting Room	\$11	\$44
Meeting room 2	\$11	\$44
Meeting room 3	\$11	\$44
Meeting room 4	\$11	\$33
Meeting room 5	\$11	\$33
Lenzerheide Meeting Room &2 or 2&3	\$22	\$88
Lenzerheide Meeting Room &2&3	\$33	\$132



Mitcham Memorial Library Meeting rooms

CONDITIONS OF HIRE

For all enquiries and bookings, please contact:
Mitcham Library Service, Community Venues Administration 8372 8178

Bookings, fees and payment

Please complete the *Meeting Room Booking Request* form to formalise your booking. By signing this form, you, as hirer, agree to the following terms and conditions of use. Breaches of any of these conditions may result in termination of use of the venue.

As hirer, you must provide accurate information about the purpose for which the room(s) is/are to be used. You are responsible for not allowing any act, or anything, which could damage the reputation of the Council or the Library Service.

The Council reserves the right to refuse, or apply additional restrictions on, any booking at its discretion.

The hire fees as advised are reviewed annually as part of Local Government legislative requirements. The fee includes the use of the room/s, the shared kitchenette and the audio-visual equipment available in the room.

**The hire fee does not include setting up or packing up equipment (tables, chairs etc) used by the hirer.
This is your responsibility as hirer.**

We require payment in full prior to the time of hire. We prefer payment in person at the Mitcham Library Service, by phone or mail (cash, EFTPOS or cheque). Please make cheques payable to the City of Mitcham. We can provide other payment options if required. Please discuss these when you make your booking.

We will need to receive your completed *Booking Request Form* within seven days or the booking will be cancelled.

Bond

A bond may be charged for usage outside of library opening hours.

Cancellations

a) Hirer cancellations

Please notify us as soon as possible if you need to cancel or reschedule your booking. All hire fees paid in advance will be refunded if you provide at least 48 hours' notice of the cancellation.

b) Cancellations by the City of Mitcham

The Council:

- may cancel the booking without notice in the event of an emergency, if the facility is deemed unsafe or is required for another purpose. In this case, the Council will refund any hire fees paid if the hirer is not at fault
- will not be liable for any loss or damage suffered as a consequence of the cancellation of the booking.

Venue access and hours of operation

The meeting rooms are available for hire 8am–10pm daily except for public holidays. Access is only available within the hours of hire. You must ensure that your activities finish by 10pm and that the building is vacated by 10:30pm.

Please ensure you allow enough time in your booking for setting up, packing up and cleaning of the room/s, kitchenette and other areas used.

After-hours / out of hours bookings

If the booking is outside library opening hours, we will provide you with an out of hours pack which includes security instructions and a swipe card for access to the building. The pack will be available up to 48 hours before your booking and

must be returned within 24 hours, either in person or through the library's after-hours returns chute. As hirer, you are responsible for the swipe card and will be liable for the cost of replacement if it is lost.

For property related problems, for example if you encounter a plumbing issue or you are unable to secure the building, please call the after-hours contact number for the Council: 8366 8888. Hirers may be charged a callout fee unless the callout is due to a malfunction of Council equipment.

You must make yourself aware of the fire exits and emergency evacuation procedures before your function/event and inform all of your guests of these procedures. Please also note the locations of, and instructions on the use of, fire extinguishers and AED Automated External Defibrillator.

For your own protection, we advise you to have police, ambulance and fire contact numbers ready.

Damage and security of the venue

It is your responsibility as hirer to ensure that the premises remain secure throughout the period of hire, particularly when leaving the venue even for a short period. Do not leave venue doors unlocked and unattended at any time throughout the period of hire.

Before leaving the building, you must ensure that all:

- heating, electrical appliances, lighting and air conditioning are switched off
- windows and doors are secured
- entrance doors are locked and the security system is armed. We will provide Instructions in your after-hours booking pack.

As hirer, you agree to:

- accept all responsibility for any damage to the premises (including furniture and equipment) during the term of hire
- accept full costs to reinstate such damaged items, at the Council's discretion
- ensure that appropriate security measures are in place for an event or function.

A callout fee will be charged if the security alarm is activated as a result of hirer negligence.

Externally hired equipment

You must arrange for any equipment you have hired to be collected no later than 10am on the following day. The Council assumes no responsibility for this property. If it is outside library hours, you will need to open the building for the delivery and removal of equipment and to secure the building when the work is completed.

Equipment and furniture — setting up, using and packing up

- We provide basic instructions for audio visual equipment in all rooms. Please ensure you familiarise yourself with the equipment provided as we generally won't be able to provide technical assistance.
- You are responsible for setting up and packing up equipment and furniture. Please ensure you allow enough time in your booking for set up and pack up.
- We may have additional chairs available for your use. You must return these and all other furniture to their original location before you leave.
- Please take care when moving furniture to prevent damage to floors, walls, door frames and minimise the risk of injury to hirers or third parties.
- The building is used by a diverse range of hirers and has limited storage space. It may not always be possible to move all existing furniture from the hire space for your function or event.
- You must ensure that all areas of the facility are left in a clean and tidy condition and all rubbish is removed from the premises.
- You may be liable for the costs of any additional cleaning if required.

Alcohol and smoking – this is a smoke-free facility – smoking is not allowed inside the building.

If alcohol is being sold or is served at any function which involves money changing hands (entry fee, membership fee, donation, sales etc) a Limited Licence is required. Applications for this licence must be lodged with the Office of the Liquor and Gambling Commissioner at least 14 days prior to the event.

We will need to view a copy of the licence before access to the facility is provided. You will also need to have the licence with you during the booking. The Office of the Liquor and Gambling Commission can advise you on whether you need a licence for your event.

Noise

You must keep noise levels to an acceptable level and cease amplified sound by 10pm. If you, as hirer, fail to comply, the Council may require recovery of full costs from you if a complaint is made.

In addition, the Environment Protection Authority (EPA) prescribes maximum permissible noise levels for various types of premises. Legislation provides for heavy penalties for failure to comply with statutory requirements relating to excessive noise.

Disturbances of any kind to local residents may affect the future availability of the Centre to all users. Please be considerate of other centre users and local residents at all times and particularly when leaving the premises at the end of a function.

Indemnity and insurance requirements

Indemnity The hirer agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of any negligent act or omission of the permit holder or its employees, servants and agents in relation to the hire agreement.

Notwithstanding the above, the permit holder shall not be rendered liable for personal injury to or the death of any person or loss of or damage to any property resulting from any breach by the Council of any provision of this Permit or any negligent act or omission of the Council or its employees, servants and agents.

Insurance requirements The hirer shall take out and keep current a public risk insurance policy in the name of the hirer insuring the hirer for the minimum sum of twenty million dollars (\$20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Hirer in relation to the activity.

The hirer must provide confirmation of public risk insurance to the City of Mitcham. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.

Casual hirers, who are not incorporated bodies or businesses and would not usually be expected to have public risk Insurance, in paying the hire fee, will be covered by a *Casual Hirers Public and Products Liability Insurance Policy* taken out by the City of Mitcham on the hirer's behalf.

General conditions

- Materials or equipment which may cause damage to the facility are not permitted inside or outside the venue. This includes confetti, rice, flower petals, adhesive tape, nails, tacks, sparklers, smoke machines and bubble machines.
- Do not bring flammable liquids or other dangerous substances onto the premises.
- Candles, oil or incense burners are not permitted under any circumstances.
- Any electrical equipment used on Council premises must be tested and tagged by a qualified person.
- Electric installations are not to be interfered with under any circumstances. Please contact the after-hours phone number if a power failure occurs.
- The City of Mitcham accepts no responsibility for loss or damage which may occur to hirers' goods or equipment left on Council premises prior, during, or after the period of hire.
- The hire application is not transferable. You are not allowed to sub-let all or part of the Council venue under any circumstances.
- As hirer, you must ensure that you are licensed or registered to carry out the activity authorised by this permit.
- Hirers must comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
- It is your responsibility, as hirer, to ensure that the premises are suitable for the purpose that it is being hired for, including access and amenities.