

# Meeting room hire application

Before submitting this form:

- Contact the library to check if a room is available for your planned event.
- Read the *Meeting Room Hire Terms and Conditions* and related *Meeting Room Hire Policy* at [libraries.tas.gov.au/public-libraries/meeting-rooms-at-your-library/](http://libraries.tas.gov.au/public-libraries/meeting-rooms-at-your-library/).
- Note that your booking is confirmed only once the application has been signed by both you and an authorised library staff member, and you have received a copy.

## Your details

Name

Organisation

Address

Phone

Email

This booking is for:

- ☐ Commercial organisation (Evidence of \$20m public liability insurance required)
- ☐ Not-for-profit organisation or community group or individual

## Booking details

Date required                      Time                      to                      (Allow set/pack up time)

Library location

Preferred room if known

Expected number of attendees

Onsite contact person

Phone

Recurring booking      ☐ No      ☐ Yes

## Intended use

Type of activity (e.g. workshop, meeting, public forum)

Who is the activity for?    ☐ Private group

☐ General public (Briefly describe the activity below, e.g. purpose, topic)

To help us assess your application, please let us know the following\*.

- |   |    |     |
|---|----|-----|
| • Will your activity charge admission?  | No | Yes |
| • Will complimentary alcohol be served?   | No | Yes |
| Note: Selling alcohol or serving alcohol where children will be attending will not be approved. |    |     |
| • Will items be available for sale?   | No | Yes |
| • Will children be attending?   | No | Yes |

\* Room hire applications for public activities/events or any "Yes" answers above will be referred to the site manager, who may request more information.

## Room requirements

Chairs, tables, and Wi-Fi are available in all rooms.

Please list any additional room requirements below. Not all rooms have the same facilities, check room details at [libraries.tas.gov.au/public-libraries/meeting-rooms-at-your-library/](https://libraries.tas.gov.au/public-libraries/meeting-rooms-at-your-library/)

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## Confirmation

By signing below, you confirm:

- you are over 18 years of age.
- the information provided in this application is true and correct
- you have read and will abide by Libraries Tasmania's *Meeting Room Hire Policy* and *Terms and Conditions of Use* at [libraries.tas.gov.au/public-libraries/meeting-rooms-at-your-library/](https://libraries.tas.gov.au/public-libraries/meeting-rooms-at-your-library/)

Signature

Date

Full name

# Meeting room hire

## Terms and Conditions

### 1. General

The hirer agrees to comply with these Terms and Conditions and Meeting Room Hire Policy at [libraries.tas.gov.au/about-us/policies-and-governance/policies/meeting-room-hire-policy/purpose/](https://libraries.tas.gov.au/about-us/policies-and-governance/policies/meeting-room-hire-policy/purpose/)

The hirer must:

- be at least 18 years of age
- use the room only for the purpose on the application form
- comply with Libraries Tasmania policies [libraries.tas.gov.au/about-us/policies-and-governance/policies/](https://libraries.tas.gov.au/about-us/policies-and-governance/policies/)
- not indicate or imply that their event is sponsored or endorsed by Libraries Tasmania
- not promote their event as being held in a library meeting room until the hire is approved.

Libraries Tasmania accepts no responsibility for any damage, loss or theft of any property of the hirer.

Failure to comply with these Terms and Conditions may result in future bookings being refused or recovery of costs.

### 2. Availability and bookings

Applicants must contact the library for room availability before applying and may be asked for additional information as part of the assessment process. Applicants will be notified of the outcome by email.

### 3. Payment and refunds

Fees are listed at [libraries.tas.gov.au/public-libraries/meeting-rooms-at-your-library/](https://libraries.tas.gov.au/public-libraries/meeting-rooms-at-your-library/) and payment can be made by credit card, EFT, or cash at the library.

Any changes or cancellations must be notified as soon as possible. Fees are non-refundable with less than 48 hours' notice.

### 4. Hirer responsibilities

During the hire period, the hirer must:

- be present for the duration of the booking and is responsible for attendee behaviour
- ensure the room's maximum capacity is not exceeded
- set up the room to meet their needs and return it to its original layout, leaving it clean and tidy
- ensure child safeguarding arrangements are in place in accordance with Safeguarding Children Policy: [libraries.tas.gov.au/about-us/policies-and-governance/policies/safeguarding-children-policy/purpose/](https://libraries.tas.gov.au/about-us/policies-and-governance/policies/safeguarding-children-policy/purpose/)
- understand and follow evacuation and safety procedures and follow staff instructions
- immediately report any damage, breakage, or injury to library staff.

## Staff use only

Was a risk assessment required? ☐ No ☐ Yes

Risk rating: ☐ Low ☐ Medium ☐ High

Approved Yes No (Provide reason below)

Room name

Fee type ☐ Commercial rate ☐ Community rate

Amount \$

Payment method ☐ Cash  
☐ Credit/debit card  
☐ Invoice

## Authorisation

Name

Position

Being a position duly authorised by the Secretary for the purposes of s7(3)(g) of the *Libraries Act 1984* (Tas).

Signature

Date