

# Room Hire – Application Form & Guidelines

Temporary Conditions of Hire 2020: COVID-19

Please read this application carefully and ensure all parts of this application are completed.

FACILITY DETAILS <i>Please number your location and room preferences from 1 to 4</i>	
<b>Bunbury Public Library, Parkfield St Bunbury</b> <input type="checkbox"/> Small Meeting Room <input type="checkbox"/> Activity Room <input type="checkbox"/> ICT Room	<b>Withers Community Library, Hudson Rd Withers</b> <input type="checkbox"/> Community Activity Room

YOUR EVENT <i>Please tell us about your event</i>		
<b>Event Name &amp; Purpose:</b>		
* Set up and clean up time must be allowed for in this booking application. * Hire fees will be applicable from the time set up commences to the conclusion time indicated. * Set up or pack down is not permitted on the following day. * Room hire is available during library opening hours only, including set up and pack down. * Regular bookings can be made for up to 2 months in advance only.	<b>Casual Booking:</b>	<b>Regular Booking:</b>
	Date:	Start Date: <input type="checkbox"/> Weekly
	Day:	Finish Date: <input type="checkbox"/> Monthly
	Start Time:	Start Time: <input type="checkbox"/> Fortnightly
End Time:	End Time: <input type="checkbox"/> Bi-Monthly	
	Day: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat	Other: _____
<b>Attendees:</b>	Will attendees be charged? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES how much per attendee?
		Approx. number of attendees?
<b>Requirements:</b>	<input type="checkbox"/> Tea/Coffee <input type="checkbox"/> Projector/HDMI/VGA <input type="checkbox"/> Projector/VGA/USB <input type="checkbox"/> Smart TV <input type="checkbox"/> DVD/CD <input type="checkbox"/> Kitchenette	

APPLICANTS DETAILS <i>Please tell us about yourself and your business, group or organisation</i>	
<b>Contact Person:</b>	<b>Contact Phone:</b>
<b>Business/Organisation:</b>	
<b>Postal address:</b>	
<b>E-Mail address:</b>	

HIRE CHARGE & PAYMENT <i>Please complete all applicable fields below</i>	
<b>Invoice required:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <b>ABN:</b> _____ <b>Tea/Coffee/Milk:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Entity type:</b>	<input type="checkbox"/> Government <input type="checkbox"/> Commercial Business / Sole Trader <input type="checkbox"/> Individual <input type="checkbox"/> Not for Profit <input type="checkbox"/> Charity <input type="checkbox"/> Community Group
<b>Payment type:</b>	<input type="checkbox"/> Invoice Required <input type="checkbox"/> Cash Payment <input type="checkbox"/> EFT Payment <input type="checkbox"/> Pay on Day (cash/EFT)
<i>Charges and preferences for room hire will be advised in writing to the applicant and written acceptance of these charges are required. Invoices will be emailed to you directly from our finance department after confirmation of your booking and acceptance of any charges has been received. Payments must be made prior to the event date or on the day of the event. Payments can be made via invoice, cash or eftpos. * \$10 fee for Tea/Coffee facilities is payable on the day via cash of EFTPOS.</i>	

OFFICE USE ONLY	
<b>Hire Fees applicable:</b>	<input type="checkbox"/> Government <input type="checkbox"/> Commercial Business / Sole Trader <input type="checkbox"/> Individual <input type="checkbox"/> Not for Profit <input type="checkbox"/> Charity <input type="checkbox"/> Community Group
<b>Requirements:</b>	<input type="checkbox"/> Tea/Coffee <input type="checkbox"/> Projector/HDMI <input type="checkbox"/> Computer/USB <input type="checkbox"/> Projector/VGA <input type="checkbox"/> Smart TV <input type="checkbox"/> DVD/CD <input type="checkbox"/> Kitchenette
<b>Invoice:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Room:</b> _____ <b>Hire Charges:</b> _____ <b>Date:</b> _____

Please carefully read the below booking guidelines and policies, then sign and date the declaration below.

## BOOKING GUIDELINES & POLICIES *(Temporary COVID-19)*

1. Applicants must be over 18 years of age.
2. Bookings can be made at either Bunbury or Withers Libraries. Please return the *Room Hire Application Form & Guidelines* either in person or via email to [roomhire@bunbury.wa.gov.au](mailto:roomhire@bunbury.wa.gov.au)
3. Tentative Bookings will only be valid for 3 days.
4. Regular Bookings can only be made for a maximum of two months, a new application will need to be submitted to extend or apply for another two months.
5. Bookings will only be accepted on the approved *Room Hire Application Form & Guidelines*, any changes must be received in writing.
6. Each application will be reviewed and charges will be advised in writing to the applicant. Written acceptance of these charges are required prior to the booking being confirmed.
7. All bookings must include set up and clean up time. Rooms are to be cleaned and vacated prior to the nominated finish time.
8. Rooms are only available during library opening hours, including set up and pack down.
9. A kitchenette area is available for use in the Activity Room at Bunbury and the Community Activity Room at Withers. You may bring your own consumables, alternatively we can supply these at a charge of \$10.00 per activity (*payable on the day via cash or EFTPOS*). The cleaning and tidying of the kitchenette must be done prior to the end time of your event.
10. Smoking will not be permitted inside the library or any of the meeting rooms
11. All bookings will attract a hire fee in accordance with current *Council's Schedule of Fees and Charges*. These charges are set by the City of Bunbury Council and are non-negotiable.
12. Room hire payment is due prior to or on the day of the room hire and may be paid by way of invoice, cash or EFTPOS.
13. As a Regular Hirer (11 times or more per year) you must have current insurance cover for public liability. A Certified Copy will need to be provided upon application. Failure to do so will result in the City of Bunbury revoking hire agreement.
14. As a Casual Hirer (10 times or less per year) you are covered under the City of Bunbury's *Casual Users Liability Insurance*. **\*\*Please note: This excludes incorporated bodies\*\***
15. Confirmation of approved bookings will be provided in writing prior to the booking date with any additional terms and conditions which may be specific to the booking.
16. You will be charged the full room booking amount if less than 48 hours notice is given for cancellation of your room booking.
17. If the room is not cleaned on the day it is vacated a cleaning fee will be charged.

### Declaration *(please circle the correct pronoun)*

I / We have read and agree to the Booking Guidelines and Policies above. All information provided is true and correct at the time of booking. I / We understand if there any any variations to the booking I / We will be charged accordingly.

Name:

Signature:

Date:

Please submit the completed form to: [roomhire@bunbury.wa.gov.au](mailto:roomhire@bunbury.wa.gov.au) or in person at Bunbury Public Library (Parkfield Street Bunbury) or Withers Community Library (Hudson Road Withers).

Please ensure you give a copy of the Room Hire Application Form & Guidelines to your presenter if you are holding an training, workshop or other event which is being presented by someone other than the person booking the room hire.