

BUNBURY PUBLIC LIBRARY

Room Hire Specifications & Details



Temporary Hours (COVID)

Mon: 9:00am - 5:00pm
 Tues: 9:00am - 5:00pm
 Wed: 9:00am - 5:00pm
 Thurs: 9:00am - 6:00pm
 Fri: 9:00am - 5:00pm
 Sat: 9:00am - 1:00pm

Parking



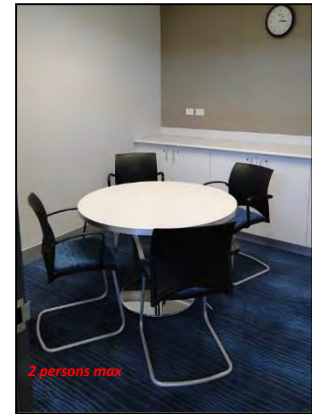
- 2 hrs FREE parking
- All day paid parking
- 4 hrs parking (2hrs free)
- ☆ 1/4P & 1/2P FREE Parking

* Displayed parking ticket may be required.

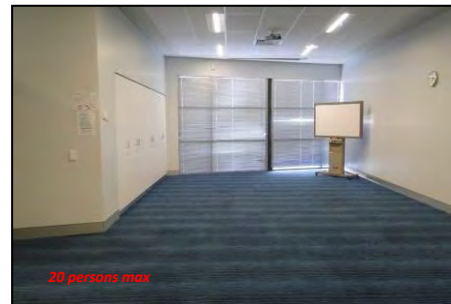
Facility Photos



2 Parkfield Street, Bunbury (adjacent to Anzac Park)



Small Meeting Room



Activity Room



ICT Room

Summary

The City of Bunbury operates both Bunbury Public Library and the Withers Community Library. Bunbury Library has an Activity Room, Small Meeting Room and an ICT Room available for hire. Specifications for each room are outlined below. All rooms are available for use during library opening hours only. Earliest access to ANY meeting room is 9:00am to commence setting up. Rooms are to be cleaned and vacated prior to the nominated finishing time, this is the responsibility of the hirer. All bookings may attract a hire fee in accordance with the current Council's Schedule of Fees and Charges. Free Wi-Fi is available on your own device. Public computers, printing /scanning facilities are available in the library - fees may apply. Bunbury Library is wheelchair accessible with an internal lift.

Specifications

Activity Room
 Bunbury Public Library

- Accommodates up to 40 people seated.
- Data projection equipment (connect via VGA & HDMI).
- Kitchenette – including sink, kettle/urn, fridge and microwave. *Tea/Coffee \$10.00
- Wi-Fi access.
- Smart TV, DVD/CD Player.

** Conditions of hire (COVID-19): 20 people maximum permitted at one time to comply with social distancing requirements.*

Specifications

Small Meeting Room
 Bunbury Public Library

- Accommodates up to 6 people seated.
- Wi-Fi access.

** Conditions of hire (COVID-19): 2 people maximum permitted at one time to comply with social distancing requirements.*

Specifications

ICT Room
 Bunbury Public Library

- Accommodates up to 20 people seated.
- Data projection equipment (connect via VGA and USB).
- Wi-Fi access.
- Mobile Tea/Coffee cart available for hire. *Fees apply.

Conditions of hire (COVID-19): 10 people maximum permitted at one time to comply with social distancing requirements.

WITHERS COMMUNITY LIBRARY

Room Hire Specifications & Details



Temporary Hours (COVID)

Mon: 9:00am - 1:00pm
Tues: 9:00am - 1:00pm
Wed: 9:00am - 1:00pm
Thurs: 9:00am - 1:00pm
Fri: 9:00am - 1:00pm
Sat: Closed

Parking

On-site FREE parking with additional kerbside parking available.

Facility Photos



Hudson Road, South Bunbury



Community Activity Room

Summary

The City of Bunbury Libraries operates both the Withers Community Library and the Bunbury Public Library. Withers Library has a Community Activity Room available for hire. Specifications for this room are outlined below. All rooms are available for use during library opening hours only. Earliest access to ANY meeting room is 9:00am to commence setting up. Rooms are to be cleaned and vacated prior to the nominated finishing time, this is the responsibility of the hirer. All bookings may attract a hire fee in accordance with the current Council's Schedule of Fees and Charges. Free Wi-Fi is available on your own device. Public computers, printers and scanning facilities available in the library - fees may apply. Withers Library is wheelchair accessible with an external ramp to the entrance as well as wheelchair friendly pathways into the community garden.

Specifications

Community Activity Room
Withers Community Library

- Accommodates up to 30 people seated.
- Data projection equipment (*connect via VGA & HDMI*).
- Kitchenette – including sink, kettle/urn, fridge and microwave. *Tea/Coffee \$10.00
- Wi-Fi access.
- DVD/CD Player.

** Conditions of hire (COVID-19): 15 people maximum permitted at one time to comply with social distancing requirements.*

CONTACT INFORMATION

Phone: (08) 9792 7190
Email: roomhire@bunbury.wa.gov.au

ROOM HIRE & BOOKING PROCESS

Step 1: Complete the room application form, ensuring all sections are completed including the order of your room preferences, business/group details and purpose of the room hire.

Step 2: Send your completed application to us by email or drop it into Library staff.

Once your application form has been received we will respond to your request in writing by the close of business the following business day to confirm your booking and any fees or charges applicable. Staff will accommodate your request based on availability at the time of receiving your completed application.

FEES & CHARGES

Fees and charges are set out in the current City of Bunbury Fees and Charges. An extract of these fees are available here: <https://library.bunbury.wa.gov.au/Pages/Fees-and-Charges.aspx>

CANCELLATIONS

Please advise us as soon as possible if you no longer require your booking, to avoid being charged for the booking as set out in the booking guidelines and policies.