

Please read this application carefully as it is the Hirer’s responsibility to ensure they have correctly completed the information requested and have understood the conditions of hire.

FACILITY DETAILS			
Bunbury Public Library Parkfield St, Bunbury Tel: (08) 9792 7190	<i>Select room</i> <input type="checkbox"/> Small Meeting Room <input type="checkbox"/> Activity Room <input type="checkbox"/> ICT Room		Withers Community Library Hudson Rd, Withers Tel: (08) 9792 7244
	<i>Select room</i> <input type="checkbox"/> Community Meeting Room		

YOUR EVENT			
Purpose of Booking:			
Casual Booking:	Date:	Day:	
Regular Booking:	Start Date:	Finish Date: <i>(maximum of six months)</i>	
	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Monthly		
Event Times:	Time Event starts: <i>(including set up time)</i>	Time Event finishes: <i>(including clean up time)</i>	
	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. Cleaning must be completed prior to vacating the premises and will NOT be permitted to occur the following day.		
Attendees:	Estimated Number of attendees:	Will attendees be charged? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES how much per attendee:
Consumables required:	Tea, Coffee, Sugar, Milk (\$10 per activity) <input type="checkbox"/> YES <input type="checkbox"/> NO		

APPLICANTS DETAILS	
Name of Applicant:	
Name of Person /Agency responsible for this booking:	
Contact number:	
Postal Address:	
E-Mail address:	

HIRE CHARGE & PAYMENT	
Charges for room hire will be advised in writing to the applicant and written acceptance of these charges are required prior to the booking being confirmed. Payment for hire is to be made prior to or on the day of the booking unless an invoice has been issued.	
Invoice required:	<input type="checkbox"/> YES <input type="checkbox"/> NO If an invoice is required you will be sent an invoice request from to sign and return.
Payment type:	<input type="checkbox"/> Eftpos <input type="checkbox"/> Cash <input type="checkbox"/> Invoice

Please carefully read the information regarding our booking guidelines and policies. Then sign and date the declaration below.

BOOKING GUIDELINES & POLICIES

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.
3. Tentative Bookings will only be valid for 3 days.
4. Regular Bookings can only be made for a maximum of six months, a new application will need to be submitted to extend or apply for another six 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. Earliest access to ANY meeting room is 9.00am to commence setting up.
9. A kitchenette area is available for use in the Activity Room at Bunbury and the Community Meeting Room at Withers and you may bring your own consumables. Alternatively we can supply these at a charge of \$10.00 per activity. 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. Payment is due prior to or on the day of hire and may be paid by Cash or EFTPOS. Alternatively if you require an invoice the *Request for Invoice Sundry Debtors* form must be to be completed, signed and returned with your application form.
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. A late cancellation fee will be charged as per the current *Council's Schedule of Fees and Charges*.
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 Polices as above. All information provided is true and correct as at the time of booking. I / We understand if there are any variations to the booking I / We will be charged accordingly.

Name:

Signature:

Date:

Please submit the completed form to:

Bunbury Public Library, Parkfield Street, Bunbury 6230 or Withers Community Library, Hudson Road, Withers 6230
email: bunlib@bunbury.wa.gov.au email: wrslib@bunbury.wa.gov.au

OFFICE USE

Hire Fees applicable: \$

Individual Use

Commercial / Government

Community group within the City of Bunbury

Community Group outside the City of Bunbury