

Room Booking Form

Shire of Donnybrook Balingup Donnybrook Community Library – DCL.RB.V.24.1



HIRER'S DETAILS

Organisation / Group Name: _____

Primary Contact Name: _____

Postal Address:	_____	
	Suburb:	Postcode:

Phone:	Email:
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Secondary Contact Name: _____

Postal Address:	_____	
	Suburb:	Postcode:

Phone:	Email:
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PAYMENT DETAILS

This section must be completed before submitting. Community and not-for-profit groups are not charged.

Are you a community group? Yes No *If yes, please skip to Booking Details.*

Please provide the following details for the organisation / group to be invoiced:

Organisation / Group Name: _____

Organisation / Group Email: _____

Postal Address:	_____	
	Suburb:	Postcode:

BOOKING DETAILS: *The Price List can be found in the Conditions of Hire.*

Booking purpose: _____

Requirements: Seminar Room Meeting Room Kitchen

of participants / attendees (approx. if unknown is acceptable): _____

REGULAR USE DATES & TIMES:

<input type="checkbox"/> WEEKLY		<input type="checkbox"/> Monday	Time:	-
<input type="checkbox"/> Tuesday	Time:	-	<input type="checkbox"/> Wednesday	Time:
<input type="checkbox"/> Thursday	Time:	-	<input type="checkbox"/> Friday	Time:
<input type="checkbox"/> Saturday	Time:	-	<input type="checkbox"/> Sunday	Time:

<input type="checkbox"/> FORTNIGHTLY	<input type="checkbox"/> Mon.	<input type="checkbox"/> Tues.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Thur.	<input type="checkbox"/> Fri.	<input type="checkbox"/> Sat.	<input type="checkbox"/> Sun.
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Date:	Time:	-	Date:	Time:	-
Date:	Time:	-	Date:	Time:	-
Date:	Time:	-	Date:	Time:	-
Date:	Time:	-	Date:	Time:	-

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<input type="checkbox"/> MONTHLY	<input type="checkbox"/> Mon.	<input type="checkbox"/> Tues.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Thur.	<input type="checkbox"/> Fri.	<input type="checkbox"/> Sat.	<input type="checkbox"/> Sun.
Date:	Time:	-	Date:	Time:	-	-	-
Date:	Time:	-	Date:	Time:	-	-	-
Date:	Time:	-	Date:	Time:	-	-	-
Date:	Time:	-	Date:	Time:	-	-	-

ROOM REQUIREMENTS

Please note that the library has a limited number of tables and chairs for hire. The library is able to provide approx. 70 chairs and 8 tables. Please be aware that setting up the room and any equipment is the responsibility of the hirer, and any additional tables and chairs are the responsibility of the hirer for provision, set-up, and pack-down.

<input type="checkbox"/> Tables (amount needed required):	<input type="checkbox"/> Chairs (amount needed required):
<input type="checkbox"/> Smart TV/HDMI Cable (only in Seminar Room)	<input type="checkbox"/> Whiteboard <input type="checkbox"/> Pin-up Board

Please outline any further requirements below for the room layout / requirements:

ELECTRICAL EQUIPMENT

Hirers are not permitted to bring any electrical equipment into the facility unless a letter of compliance by an electrician is supplied, stating that the appliance has been checked in accordance with AS3760.

Are you bringing any electrical equipment into the facility? Yes No *If no, please skip.*

Is a Letter of Compliance for Electrical Equipment attached (if applicable)? Yes No

CAMERAS & VISUAL EQUIPMENT

Written permission must be sought from the Library Manager if any photos or videos are taken on the premises.

Are you intending on taking photos and/or videos? Yes No *If no, please skip.*

Library Manager Name: _____

Signature: _____ Date: _____

FOOD

In line with The Food Act 2008, all hirers that serve or prepare, supply and/or sell food on the premises of the Donnybrook Community Library must provide evidence that the hirer and/or contracted catering company is registered with their local authority under the provisions of the Food Safety Standards.

Are you bringing any food into the facility? Yes No *If no, please skip.*

Is a Proof of Registration from your Local Authority attached (if applicable)? Yes No

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INSURANCE

The Shire of Donnybrook-Balingup and the Education Department will not be responsible for any injury suffered by either participant or non-participant members of the group while using facilities: whether the injury be self-inflicted; caused by another member of the group; or caused by another person not associated with the group. The Shire of Donnybrook-Balingup and the Education Department will not be liable in any way for any loss of, or damage to the property of the members of the group, whether members or non-members of the group cause the loss or damage. The above does not apply to the extent that loss or injury, loss or damage is caused or contributed by the wilful negligence or other unlawful act of omission of the Shire of Donnybrook-Balingup or any of its employees, officers, agents or contractors.

For one-off or single-us bookings, Public Liability Insurance is not mandatory. However, The hirer must provide their own Public Liability Insurance to a minimum amount of **five million dollars (\$5,000,000)** for any recurring bookings.

Additionally, clubs and organisations that provide any form of paid or voluntary instruction or coaching during the period of hire must have adequate Professional Indemnity Insurance in place to cover their own coaches or instructors.

Please ensure you have attached a copy of the following (if applicable):

- | | |
|---|---|
| <input type="checkbox"/> Public Liability Insurance | <input type="checkbox"/> Personal Liability Insurance |
| <input type="checkbox"/> Professional Indemnity Insurance | <input type="checkbox"/> Relevant Sporting Qualifications |

OTHER INFORMATION

Please provide any other relevant information/requirements for your booking

Applicant Name:

Signature:

Date:

CONDITIONS OF HIRE

BOOKINGS

All bookings must be made on the official application form and returned to the Donnybrook Library. Bookings cannot be made until the application form is completed and appropriate documents are attached. Booking times must be adhered to so that all groups can use the library on an equal basis. Setting up and packing up time (minimum 15 minutes) should be booked and paid for, as other groups cannot use the facility during that time. Groups who do not adhere to their booking times may be charged for the extra time used. Participants are to be kept at a safe number with regards to management and specific facility hire. The capacity limits are as follows:

Seminar Room:

- 85 people for seated events.
- 40 people for active events.

Meeting Room:

- 15 people for seated events.

RATES & INVOICING

The rates for facility bookings are as follows (includes GST):

Seminar Room:

- \$18.30 per hour for the first 4 hours of a booking.
- \$14.70 per hour every subsequent hour of booking.

Meeting Room:

- \$6.00 per hour.

Kitchen:

- \$2.55 per hour.

Invoices are emailed to the hirer at the beginning of each month for the month prior's bookings. Instructions are provided on the invoice on how and where to pay.

AFTER HOURS ACCESS

Hirers that use the facility after hours will be given keys and instructions on how to access and lock up the facility. Hirers are responsible for picking up and signing off for the keys beforehand. They are also responsible for appropriately securing the facility after use and returning the keys after the booking. If the keys have been lost or stolen the library must be informed immediately.

SUPERVISION

The hirer will be responsible for the supervision and control of their group whilst in the facility. A responsible adult must supervise children's groups at all times. Supervisors are obligated to accompany the children in their care in all areas of the facility being used.

BEHAVIOUR

The Library Manager or Library staff shall have the right to expel any person or group using the facilities, should their actions or behaviour be considered prejudicial to the proper use of the facility. Future bookings may be cancelled and a fine imposed under the Council's local laws.

CONDITIONS OF FACILITY AND EQUIPMENT

The hirer will be responsible for maintaining the condition and cleanliness of the facility. It is the responsibility of the hirer to ensure all litter/rubbish is picked up and placed in the correct receptacles at the end of the booking. The hirer is responsible for the cleanliness of the stove, oven and fridge during their booking. The use of nails, hooks, staples or any other fixing device that is permanent or leaves damage is prohibited. Failure to leave the facility in an acceptable condition may incur additional costs for extra cleaning that may occur or cancellation of future bookings.

STORAGE OF EQUIPMENT

Storing of the hirers equipment either short term or long term before or after their booking at the facility is not permitted unless it is agreed upon with the Library Manager beforehand.

DAMAGE

Any breakage or damage of equipment or the facility itself due to misuse or incorrect use is the responsibility of the hirer. Please immediately report any broken or non-working equipment to library staff.

MEDICAL/FIRST AID

It is recommend that you see your doctor if you have any doubts in your mind whatsoever regarding the participation in any activities, by any member of the hiring group. Should any injured person require first aid, please contact a member of staff at the Library. The Library staff will call emergency services should they deem it necessary. Injured parties will be liable for any costs that may result. All groups are responsible for bringing a list of appropriate medical conditions for all participants each time they enter the facility.

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EMERGENCY PROCEDURES

If evacuation or invacuation is required, library staff will warn people to act. You must follow the instructions of staff at that time and leave the building as directed. A map of both evacuation and invacuation procedures are included in this booklet.

SMOKING

Smoking or vaping is not permitted within the facility or within 5 meters of the facility entrance.

ALCOHOL

The consumption of alcohol is not permitted in any part of the facility at any time.

DECLARATION

By signing below, you verify that the information provided in your booking form is accurate and true and that you have read and understood the abovementioned Conditions of Hire.

Applicant Name:

Signature:

Date:

OFFICE USE ONLY

Received / Entered by:

Signature:

Date:

Payment Received on:

Receipt #:

Comments / Notes:

Invacuation Map – Please follow red arrows to Muster Point



- INCIDENT CONTROLLER**
Associate Principal
- OHS SWEEPER**
OHS Representative
- FIRE WARDENS:**
 - MATHS Teacher
 - OPTIONS Teacher
 - LIBRARY Teacher
 - ADMIN OFFICER
 - EA
 - PE Teacher

EVACUATION: CONTINUOUS RING OF SIREN BELL OR AIR HORN **LOCKDOWN:** 4 SHARP RINGS OF SIREN BELL OR AIR HORN
INVACUATION: CONTINUOUS RING OF HAND BELL & PA – CALL LIBRARY **ALL CLEAR:** 2 RINGS OF SIREN OR AIR HORN

Evacuation Map – Please follow red arrows to Muster Point



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