

## Lerderderg Library Meeting Rooms – Rental Agreement

The Lerderderg Library meeting rooms are available for hire to the community including community groups and businesses that require facilities for training sessions and/or business facilitation. These facilities are not available for social functions.

### Rental charges:

*Council advises that fees are subject to change in line with the adoption of Councils fees and charges schedule.*

	<b>Geoffrey Hine Room (Small Meeting Room)</b>	<b>Jean Oomes Room (Medium Meeting Room)</b>	<b>James Young 1 <u>or</u> 2 (Large Meeting Room)</b>	<b>James Young 1 <u>&amp;</u> 2 (Large Meeting Room)</b>
<b>Community Group - Casual Hire</b>	\$18.50 / hour	\$25.00 / hour	\$25.00 / hour	\$25.00 / hour
<b>Community Group - Regular / Ongoing hire</b>	\$9.00/ hour	\$17.50 / hour	\$17.50 / hour	\$17.50 / hour
<b>Community Group - Casual/Regular Day/Night Hire – 8 Hours</b>	N/A	\$50.00 /day (Day = 8 hours)	\$88.00 / day (Day = 8 hours)	\$88.00 / day (Day = 8 hours)
<b>Commercial Hire</b>	\$28.80 / hour  \$43.30 / hour (Using Video Conferencing)	\$39.10 / hour  N/A	\$51.50 / hour  N/A	97.90 / hour  N/A
<b>Commercial Day/Night Hire – 8 Hours</b>	\$165.80 / 8 hours \$241.00 / 8 hours (Using Video Conferencing)	\$195.70 / day (Day = 8 hours)	\$241.00 / day (Day = 8 hours)	\$451.10 / day (Day = 8 hours)
<b>Security Deposit</b>	\$200.00	\$200.00	\$200.00	\$200.00
<b>Insurance / Hire (applicable if hirer's own public liability insurance does not cover offsite/Australia wide.)</b>	\$50.00	\$50.00	\$50.00	\$50.00

### **Terms and Conditions:**

The hirer shall leave the meeting room/s in a clean and tidy state with tables/benches cleaned and any Council owned equipment left in the meeting room.

All tables and chairs must be put back in the position they were in when the room was hired.

As the Lerderderg Library is a public building smoking and the burning of any naked flame, including candles is strictly prohibited.

Hirers must supply any required consumables and crockery and dispose of any waste prior to leaving the premises.

### **Security Deposit:**

There will be a security deposit of \$200.00 payable prior to use. An inspection of the facility will be undertaken, and the deposit will be refunded if the facility is left in the same condition as it was prior to hire. In the event of damage to the building or its contents, where it is necessary for lodgement of an insurance claim (if the damage is greater than the \$200.00 security deposit, the group responsible for the damage is also responsible for the insurance policy excess, which is currently \$1000.00.

### **Booking Arrangements:**

Prior to a rental agreement being approved, bookings must be made by contacting Moorabool Shire Council's Customer Services on (03) 5366 7100 or in person at a Council office. An application form must be completed to confirm the hire of the appropriate meeting room and facilities required. Hirers wishing to use laptop facilities must provide photo identification prior to hire use for security purposes.

The person collecting the keys for the Lerderderg Library meeting room/s must do so from Customer Service at the Lerderderg Library during business hours (8.30am – 5pm Monday to Friday, 9am – 2pm on Saturdays) and must sign the key register when collecting the keys.

After use, the keys must be returned to the Lerderderg Library. If keys are being returned after hours, they must be lodged into the book return slot located to the left of the library door entrance, after following the afterhours lock up instructions provided.

## Lerderderg Library Meeting Rooms – Application for Booking

Name of Group/Business: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Reason for Rental: \_\_\_\_\_

**Please tick the booking type:**

Casual Hire   
( < than 3 hires/year)

Regular / Ongoing Hire   
( > than 4 hires/year)

Day / Night Hire for 8 Hours   
( > than 4 hires/year)

**Please tick the meeting room and facilities required:**

(if any further furniture, technology required, contact customer service)

**As per Council's CovidSafe plan, the capacity of these meeting rooms has been altered:**

**Geoffrey Hine Room**   
(Small Meeting Room)

- Seats 4
- Laptop Facilities
- Wireless Internet Access is freely available with the use of a laptop facility from the library. If using an alternate laptop wireless internet access is available with a guest pass available from Customer Service.

**Jean Oomes Room**   
(Medium Meeting Room)

- Seats 10
- Laptop Facilities
- Whiteboard on Wall
- Wireless Internet Access is freely available with the use of a laptop facility from the library. If using an alternate laptop wireless internet access is available with a guest pass available from Customer Service.

**James Young Room**  
(Large Meeting Room)

**Room 1**  **&/or Room 2**

- Room 1 - Seats 24
- Room 2 – Seats 16
- Rm 1 & 2 – Seats 40 max. capacity
- Laptop Facilities
- Projector Screen
- Portable Whiteboard
- Wireless Internet Access is freely available with the use of a laptop facility from the library. If using an alternate laptop wireless internet access is available with a guest pass available from Customer Service.

If laptop facilities are to be utilised, Council staff will need to sight photo identification of the hirer, such as a driver's licence, prior to the hire of the room, for security purposes.

Type of Photo ID Presented: \_\_\_\_\_

Photo ID / Licence Number: \_\_\_\_\_

**Hire and Payment Details:**

Payment of the total fees must be paid prior to the use of the meeting room, unless alternate arrangement have been made.

Payments can be made at the customer service counter at the Lerderderg Library or over the phone with a credit card.

***Council advises that fees are subject to change in line with the adoption of Councils fees and charges schedule.***

Date/s meeting room required:

Time/s meeting room required:

Security Deposit \* \$

Insurance Fee \$

Number of Hours Room Required

Room Hire / Hours

Total Room Hire Cost (*Hrs x Room Hire*)

**Total Cost** \$

\* Should a security deposit be held in trust from previous bookings please indicate here:

Amount of security deposit already held in trust is \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_

\* Would you like the deposit to be held in trust by Moorabool Shire Council for future bookings?

Yes  No  - *refund form required to be submitted*

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**In applying for hire of the Lerderderg Library Meeting Rooms, I have read and understood the conditions of rental and agree to abide by the conditions.**

Signed:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Group / Business: \_\_\_\_\_

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***Please Note: This personal information is held by Moorabool Shire Council in accordance with the Privacy and Data Protection Act 2014.***