

TERMS AND CONDITIONS OF HIRE

Booking guidelines and procedure

1. An application for room hire must be submitted to Subiaco Library and approved by library staff before the booking is confirmed. The application form must be fully completed and signed by the applicant.
2. Bookings can be made up to six weeks in advance.
3. Bookings are confirmed by Subiaco Library on a first come, first serve basis. The City of Subiaco reserves the right to refuse any bookings.
4. Late policy: A fifteen minute grace period will be given to late arrivals. After that time the room will be made available to others. Please notify Subiaco Library if you are running late.

Conditions of hire

1. Subiaco Library's *The Nook* is a general purpose room and can be booked by members of the public, organizations, community groups and by The City of Subiaco for internal purposes. **The room cannot be used for any profitable activities.**
2. The Nook is available to hire during library opening hours: Monday and Friday 9.30am to 5.30pm, Tuesday to Thursday 9.30am to 7pm, Saturday 9.30am to 4pm and Sunday 2pm to 5pm.
3. The maximum hire period for the space is two hours. The hirer is required to start and finish on time. Failure to finish on time will result in library staff disrupting the meeting to clear the room.
4. The space can only be hired to groups with a minimum of two people and a maximum of twelve people.
5. Library officers may have access to the room at all times without prior notice to the hirer.
6. The hirer must check in with library staff at the beginning and end of the hire period.
7. The applicant agrees to leave the room in a clean and tidy condition, by placing all waste in bins provided and returning all furniture to the original position. The hirer must remove all unused food and food scraps from the room and ensure all used tables, equipment, cutlery and crockery are cleaned and returned to their original position. The set up and clean up time must be completed within the booking period.
8. The hirer is liable for any damage caused to the room and any of the fixtures, fittings, furniture or equipment contained within the room during the period of use, whether caused by the hirer, his/her invitees or any other person. All damages must be reported to library staff immediately.
9. The applicant must be present for the duration of the hire.
10. The hirer must show respect and common courtesy to other groups within the building. The hirer must take care that any noise emitted from the room does not disturb or annoy other library patrons.
11. The City of Subiaco will not accept liability to any damage, theft or loss of items belonging to or the responsibility of the hirer.
12. The City of Subiaco reserves the right to make changes to or cancel the program, booking procedure or hire terms and conditions and at any time.