



Whitehorse  
Manningham  
Libraries

*open for discovery*

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Whitehorse Manningham Libraries

# Meeting Rooms

## Terms & Conditions of Hire – 2024/25

# INTRODUCTION

Whitehorse Manningham Regional Library Corporation (WMRLC) has meeting rooms available for hire for community and commercial use. Meeting rooms are available at Box Hill and Vermont South Libraries.

Box Hill library meeting rooms are located at Level 1, 1040 Whitehorse Road, Box Hill, 3128.

The rooms available for hire are:

## **Bert Lewis Room:**

- Seats up to 60 people. 90 sq.m (approx.)
- 60 individual chairs and 13 large tables
- Wheelchair accessible
- Data projector, laptop and speakers
- Automated drop down screen
- Whiteboard
- Access to kitchen complete with fridge, microwave, crockery and cutlery
- After-hours access

## **Meeting Room 2:**

- Seats up to 20 people. 32 sq.m (approx.)
- 20 individual chairs and 4 large tables
- Wheelchair accessible
- Data projector and speakers
- Whiteboard
- Access to kitchen complete with fridge, microwave, crockery and cutlery
- After-hours access

## **Meeting Room 3:**

- Seats up to 24 people.
- 24 individual chairs and 8 tables
- Pull down screen
- Wheelchair accessible
- Whiteboard
- Situated on the library ground floor
- Access to kitchen complete with fridge, microwave, crockery and cutlery
- After-hours access

## **Training Room:**

- 12 23inch touch screen personal computers
- 1 presenter/trainer computer
- Office 2019 with Windows 10 and Internet Access
- Data projector and speakers
- Whiteboard
- Access to kitchen complete with fridge, microwave, crockery and cutlery

Vermont library meeting room is located at Pavey Place, Vermont South, 3133. The room available for hire is:

## **Vermont Meeting Room:**

- Seats up to 20 people. 27.5 sq.m (approx.)
- 20 individual chairs and 2 large tables
- Wheelchair accessible
- Whiteboard
- Access to toilet facilities
- Access to kitchen complete with fridge, urn, crockery and cutlery
- After-hours access

# SCHEDULE OF FEES (effective 1 July 2024)

Fees are based on a standard session of **2 hours**, or part thereof.

The minimum booking that can be made is 1 session. Following the first two hours, an hourly rate is available.

## Commercial Organisations

- Standard Booking for Bert Lewis Room: **\$116** for the first 2 hours, additional hours: **\$58** per hour
- Standard Booking for Meeting Rooms 2 and 3: **\$76** for the first 2 hours, additional hours: **\$38** per hour
- Training Room: **\$128** for the first 2 hours, additional hours: **\$64** per hour
- Standard Booking for Vermont South meeting room: **\$76** for the first 2 hours, additional hours: **\$38** per hour

## COMMERCIAL ORGANISATIONS

Regular bookings of 6 or more sessions within a 6 month period will be eligible for a 20% discount (if booked in one application).

## Not-for-profit

- Standard Booking for Bert Lewis Room: **\$58** for the first 2 hours, additional hours: **\$29** per hour
- Standard Booking for Meeting Rooms 2 and 3: **\$44** for the first 2 hours, additional hours: **\$22** per hour
- Training Room: **\$128** for the first 2 hours, additional hours: **\$64** per hour
- Standard Booking for Vermont South meeting room: **\$44** for the first 2 hours, additional hours: **\$22** per hour

## NOT-FOR-PROFIT ORGANISATIONS

**Note:** An organisation is a not-for-profit organisation if it is not operating for the profit or gain of its individual members. All other organisations are considered commercial organisations.

The above prices are inclusive of GST.

Meeting room users will be required to hold current Public Liability Insurance and are to supply the library with a copy of the Certificate of Currency on application.

The Whitehorse Manningham Regional Library Corporation reviews the fees and charges in relation to Meeting Rooms on 1 July each year and reserves the right to change the schedule of fees at that time.

# BOOKINGS

**Important please note:** We are unable to accept bookings for the full year please follow the scheduled dates below (any applications outside of these dates will be discarded)

**1 January to 30 June:** Applications for bookings during this period are accepted from 1 November.

**1 July to 31 December:** Applications for bookings during this period are accepted from 1 May.

- Meeting room users must register as members of the Whitehorse Manningham Regional Libraries and hold a valid library card.
- Bookings should be made through the web page [http://www.wml.vic.gov.au/Meeting\\_Room\\_Hire](http://www.wml.vic.gov.au/Meeting_Room_Hire)
- A copy of your current Public Liability Insurance certificate must be submitted with your application before your booking will be approved.
- The minimum booking time for any meeting room is a single session (up to 2 hours or part thereof) and the fee will be based on a single session. **Note:** Set up and clean up should be included in the time booked early access will not be given.
- Hire fees shall be in accordance with the Schedule of Fees.
  - Full payment is required for bookings of 8 sessions or less on receipt of an invoice from WMRLC.
  - Payment must be made as per due date noted on invoice. Failure to pay invoice by the due date will result in the cancellation of meeting room use.
- Hire of the room in any particular year does not imply the right to further use in subsequent years.
- WMRLC reserves the right to withdraw the availability of the meeting rooms at any time.

## CHANGES OR CANCELLATIONS

- Changes to bookings may only be requested through the administration office, 8.30am - 4.30pm Monday to Friday ph.9896 4333.
- Cancellations may be made directly through the webpage under Manage Existing Bookings.
- If a booking is cancelled more than 14 days prior to the meeting date WMRLC will refund any monies paid. You must notify the administration office of the cancellation.
- If a booking is cancelled less than 14 days prior to the meeting date any monies paid shall be forfeited.
- Charges will be incurred for repeated changes to multiple bookings.

# LIABILITY OF HIRER

1. Hirers must have Public Liability Insurance to the value of a minimum of \$5,000,000 current at the time of the hire of the meeting room, and are to supply to WMRLC with the *Certificate of Currency* on application.
2. Hirers are responsible for worker's compensation or similar insurance over their servants or voluntary workers and for all insurance coverage on goods and services they cause to be brought into the Building. No responsibility will be borne by WMRLC for any goods and services owned by the Hirer.
3. The Hirer must ensure compliance with the Working with Children Act 2005.
4. Any electrical equipment brought into the Meeting Room by the hirer must be in safe working order.
5. The Hirer shall at all times indemnify the Corporation from and against the loss of or damage to the Building, any property owned or possessed by the Corporation and situated therein, and any person on the premises, from whatever cause may arise during the period of hire.
6. Whitehorse Manningham libraries are smoke-free buildings. Smoking is not permitted within 5 metres of an entrance or air intake to a library building.
7. The use of alcohol on the premises is forbidden.
8. No game of chance, at which either directly or indirectly money is passed as a prize, shall take place in any part of the premises.
9. The Hirer is required to leave the premises in a clean and tidy state. Any cost incurred by the Corporation in cleaning the premises resulting from the condition in which the hirer left the premises shall be recoverable from the hirer.
10. All dishes must be washed and put away and the kitchen left tidy. A charge will be incurred if the kitchen is not left in a clean and tidy state. Repeatedly leaving the kitchen in disarray will result in cancellation of bookings.
11. Chairs, tables and equipment will be provided, but it is the responsibility of the hirer to arrange these in the setting they require, provided that they are arranged in conformity with the Public Health Regulations. Library staff will do no setting up of furniture. Operation of audio visual equipment is the responsibility of the hirer. Furniture and resources within the room must not be removed from the room.
12. The floors, walls, curtains or any other part of the building or any fittings or furniture shall not be broken, pierced by nails or screws or in any other way damaged.
13. For bookings outside library opening hours the hirer must collect the key during library opening hours as arranged at time of booking and an attachment titled "Opening and Closing Instructions" will be given to the hirer.
14. It is the responsibility of the hirer to provide a current Whitehorse Manningham library card to collect the key. The key will be loaned against the card and removed once the key is returned. Failure to return the key will result in extra charges.
15. For bookings outside of library opening hours, the hirer is responsible for activating or deactivating the security system. Any cost incurred by the Corporation resulting from failure of the hirer to properly activate or deactivate the security system shall be recoverable from the hirer.
16. Groups and individuals users of the meeting rooms are not permitted to store equipment or materials at any WMRLC premises.
17. WMRLC premises must not be used as a contact place or registered office.
18. Always familiarise yourselves with emergency exits.

**IN THE EVENT OF FIRE DO NOT USE THE LIFT (Box Hill Library only)**