

**Nowra Library  
Meeting Room Booking Agreement**

I, .....  
as the nominated representative of: .....

.....  
do hereby declare that I have read the Shoalhaven Libraries Nowra Meeting Room Conditions of Use and undertake the responsibility to carry out the requirements contained therein.

Name of Organisation: .....

Address: .....

Phone Business Hours: .....

After Hours: .....

Nominated Representative: .....

Public Liability Insurance attached: Yes  No

Signed: .....

---

**Staff Use Only:**

Date & Time of Booking: .....

Fee: .....

Amount Paid: .....

Date Paid: .....

\$10m Public Liability Insurance Policy copy attached: Yes  No

Renewal Date: .....



**Meeting Room Fees**

Fees charged vary for community or commercial groups. Please phone: **02 4429 3704** or check the website [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au) for the scale of fees.

**Hours of Opening**

**Nowra Library**  
10 Berry Street, Nowra 2541

Phone: 02 4429 3705

Fax: 02 4429 3727

Email: [Library@shoalhaven.nsw.gov.au](mailto:Library@shoalhaven.nsw.gov.au)

Hours: Mon – Fri 9.30am – 7.00pm

Saturday 9.30am – 3.00pm

# Meeting Room Conditions of Use

**Nowra Library**  
10 Berry Street, Nowra 2541

Phone: 02 4429 3705  
[Library@shoalhaven.nsw.gov.au](mailto:Library@shoalhaven.nsw.gov.au)  
[www.shoalhavenlibraries.com.au](http://www.shoalhavenlibraries.com.au)



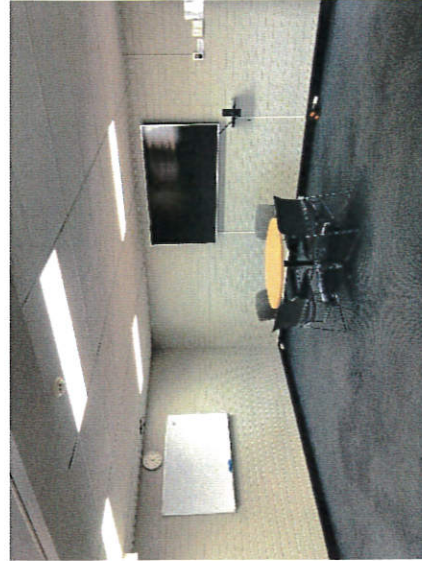
# Meeting Room

## Principles of Use:

- The meeting room is primarily for hire by community groups and organisations.
- Priority will be given to activities that are compatible with and complementary to the Library's role and objectives.

## Description of Room:

- The meeting room can seat up to 50 people in concert style or 30 people seated at tables.
- Fifty chairs, five tables and a whiteboard are provided. Smart TV, Blu-ray/DVD, Conference Phone can be booked for an extra fee.
- The meeting room has access to a kitchen for catering purposes, including fridge, microwave, oven, crockery, cutlery, etc.
- The meeting room is at the rear of the Library on the ground floor (Woolworths Car Park) and is fully accessible with accessible toilets.
- The Library will take written advance bookings for the next year from October of each year.



# Conditions of Use

1. All hirers are required to sign the appropriate declaration. Library staff will take bookings and issue necessary information to the nominated contact person.
  2. All users must comply with the Public Liability Insurance requirements appropriate to their organisation. Further information on this is available at the Library.
  3. Activities in the room must be compatible with the in-Library location and not contravene the Theatres and Public Halls Act.
  4. Library and Council activities have first preference over any other requests.
  5. The hirer shall pay for each booking upon collection of the key unless prior arrangements have been made. The hirer will pay the sum as set out in Council's Annual Fees and Charges Policy. 48 hours' notice of cancellation is required. Any refunds due will be by cheque.
  6. Audio visual and other equipment may be booked through Library staff and the contact person will be responsible for the care of this equipment and return to staff.
  7. The nominated contact person must be responsible for hiring and for the conduct of people and activities in the rooms and to maintain good order generally.
  8. The hirer shall not damage walls or any other surface in any way. No articles may be attached to walls or other surfaces.
  9. Children are to be supervised at all times by a responsible adult.
  10. Council and/or its representative shall not be responsible for any damage to any property belonging to the hirer or any person attending the meeting / function.
  11. The hirer shall not use the address of the Library as their mailing address.
  12. Smoking is not permitted in the Library building.
  13. If smoke alarms are accidentally activated hirers will be liable for a fine.
14. The room must be left in a clean and tidy state and groups should take with them any large amounts of rubbish. Failure to do so will result in the charging of an additional cleaning fee to restore the rooms to their former state, along with the automatic rejection of any future applications for hire.
  15. The kitchen and any other equipment used is to be cleaned by the hirer and left in its former state. Failure to do so will result in the charging of an additional cleaning fee.
  16. There should be no excessive noise during the Library hours.
  17. Users will be responsible to make good payment for any damage or loss to the rooms or equipment during the period of their booking.
  18. Meeting times are to be strictly adhered to so as not to inconvenience other users. All booking times must include meeting set up / pack down of the room to its former state.
  19. Permanent bookings may be made and will be considered on their merits. However, individuals or groups will not be able to monopolise the rooms or prevent equitable access by casual applicants.
  20. No storage can be provided in the room and regular users are required not to leave any of their belongings on the Library premises. Council will not assume any responsibility for any such belongings left on the premises.
  21. Council reserves the right to refuse bookings at its discretion.
  22. Should keys not be returned a replacement fee will apply.
  23. No alcohol is permitted in the meeting room.
  24. You must ensure that all electrical appliances supplied by you are tested and carry a current tag.
  25. The hirer will indemnify Council for all claims, liabilities, losses, damages and expenses to the extent that they arise from:
    - A breach of these Conditions; Any negligent act or omission of the hirer, its members or guests;
    - Any misrepresentation by the hirer under these Conditions