

MEETING ROOMS

CONDITIONS OF USE, RATES, TIMES AND EQUIPMENT

Comfortable and attractive community meeting spaces available for meetings, seminars, business workshops, exhibitions and community consultations.



DEC 2015



CRANBOURNE
65 Berwick-Cranbourne Rd.
Melway: 134 B6
Phone 5990 0150
Mon 10-8 Tue 10-8
Wed 10-8 Thu 10-8
Fri 10-6 Sat 10-4
Sun Closed

DOVETON
Autumn Place.
Melway: 90 K9
Phone 9792 9497
Mon 1.30-6 Tue 1.30-6
Wed Closed Thu 10-5
Fri 10-5 Sat 9.30-12
Sun Closed

EMERALD
400B Belgrave-Gembrook Road.
Melway: 127 F4
Phone 5949 4600
Mon 11-6 Tue 11-8
Wed 11-8 Thu 11-6
Fri 11-6 Sat 10-2-30
Sun Closed

ENDEAVOUR HILLS
Raymond McMahon Blvd.
Melway: 91 D5
Phone 8782 3400
Mon 10-8 Tue 10-8
Wed 10-8 Thu 10-8
Fri 10-6 Sat 10-4
Sun Closed

HAMPTON PARK
22 Stuart Ave.
Melway: 96 E8
Phone 8788 8500
Mon 10-6 Tue 10-6
Wed 10-8 Thu 10-8
Fri 10-6 Sat 10-4
Sun Closed

NARRE WARREN
Overland Drive, Fountain Gate.
Melway: 110 D4
Phone 8782 3300
Mon 10-9 Tue 10-9
Wed 10-9 Thu 10-9
Fri 10-6 Sat 10-4
Sun 2-5

PAKENHAM
Cnr. John & Henry Streets
Melway: 317 E8
Phone 5940 6200
Mon 10-8 Tue 10-8
Wed 10-8 Thu 10-8
Fri 10-6 Sat 10-4
Sun 2-5

CARDINIA MOBILE
c/- Pakenham Library.
Phone 5940 6200
Visits: Beaconsfield, Bunyip, Cockatoo, Garfield, Gembrook, Koo Wee Rup, Lang Lang, Maryknoll, Tynong, Upper Beaconsfield.

BOOKINGS POLICY:

A completed application form must be lodged for all bookings.

Regular bookings may be placed up to six months in advance; renewed applications must be lodged no later than four weeks prior to the end of the existing booking. Acceptance of the applications is at the discretion of Library staff as the Library is required to balance community use, regular bookings and library operational requirements of the meeting rooms.

Meeting rooms can be hired for a minimum of one hour and in ½ hour blocks thereafter.

Applications should clearly list all dates separately and duration of the meeting room hire including time for setting and packing up.

Library staff will confirm bookings as soon as possible. Library staff will try to comply with requests; however there are no guarantees to the availability of rooms. The Library accepts no responsibility for loss of availability should the Hirer neglect to lodge an appropriate application.

Cancellation of bookings should be made at least ONE WEEK PRIOR to the date booked. Failure to comply will result in the room-hire charge remaining payable.

Hirers should retain a copy of their booking confirmation and present this at each time of use and when collecting keys for after-hours use.

Casey-Cardinia Library Corporation "Friends of the Library" may use the rooms free of charge, subject to availability. Casey-Cardinia Library Corporation reserves the right to make the rooms available free of charge to the City of Casey and Cardinia Shire subject to bookings being made by the appropriate Council officer.

Meeting rooms are not for hire for private parties or celebrations (with the exception of Council and Library functions).

This booking policy is subject to change without notice.



Casey-Cardinia
Library Corporation
www.cclc.vic.gov.au
**imagine
explore
understand**

MEETING ROOM FACILITIES AND EQUIPMENT

| | CRANBOURNE | DOVETON | EMERALD | HAMPTON PARK | NARRE WARREN | PAKENHAM |
|---|--|-----------------------------------|--|-----------------------------------|--|--|
| HOURS | Within current library open hours | Within current library open hours | 7 days/week until midnight or as authorised | Within current library open hours | 7 days/week until midnight or as authorised | Within current library open hours |
| ACCOMMODATE | 60 max. adults | 20 max. adults | 60 max. adults | 35 max. adults | 60 max. adults | 40 max. adults |
| CHAIRS | 50 | 20 | 40 | 35 | 45 | 40 |
| KITCHEN EQUIPMENT e.g. crockery, cutlery, glasses | YES plus bar fridge | NO | YES | NO | YES plus bar fridge and microwave | YES plus bar fridge |
| TEA & COFFEE MAKING FACILITIES | YES Groups to provide own tea, coffee, sugar, milk. | NO | YES Groups to provide own tea, coffee, sugar, milk. | NO | YES Groups to provide own tea, coffee, sugar, milk. | YES Groups to provide own tea, coffee, sugar, milk. |
| TABLES / TRESTLES | YES Several trestles | 4 trestles | 5 trestles | 5 large trestles | YES Several trestles | 6 tables |
| LECTERN | YES | NO | NO | NO | YES | NO |
| WHITEBOARD | YES | YES | YES | YES | YES | YES |
| DATA PROJECTOR | YES | NO | YES | YES | YES | YES |
| PROJECTION SCREEN | YES | NO | YES | YES | YES | YES |



BOOKING CONFIRMATION AND REGISTRATION FORM

Completion of this form will indicate the Hirer's formal acceptance of the current Charges, Conditions of Use and Bookings Policy.

TODAY'S DATE: _____

HIRER: _____
(name of organisation)

ADDRESS: _____
_____ POSTCODE: _____

CONTACT PHONE: _____ FAX: _____ MOBILE: _____

EMAIL: _____

OFFICE BEARER & TITLE: _____
(contact person)

AFTER HOURS PHONE/FAX: _____ MOBILE: _____

My organisation is (please tick):

- General rate - Individuals, businesses, government and profit making organisations
- Community rate - volunteer, not for profit and community groups from within City of Casey and Cardinia Shire

(For more information refer to Bookings Policy and Rates)

Does your organisation have an ABN? NO YES ABN _____

I wish to book _____ Meeting Room for the following dates.
All dates to be entered - please be aware of public holidays.)

Please indicate if you will be using the Data Projector YES NO If yes, Hirer to supply own laptop/device.
(not available at Doveton)

| DATE | TIME (from-to) | CHARGE | DATE PAID | RECEIPT NO. | STAFF INITIALS |
|------|----------------|--------|-----------|-------------|----------------|
| | | | | | |
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This Booking Form is not valid until receipted by the Library. Please present the Form to Library staff when paying AND prior to subsequent use of the room. This Form will need to be presented when collecting keys.

I have read, understood and agree to be bound by the Conditions of Use and Bookings Policy outlined in this brochure.

NAME: _____ SIGNATURE: _____

CONDITIONS of USE:

The Hirer will be responsible and pay for:

- All breakages, damage or loss to meeting room furnishings, fixtures, and fittings.
- Any expenses incurred by the Library associated with loss or damage to keys or any other equipment.

Hirers need to keep noise to a reasonable level. Rooms must be left as they were found including tables and chairs. Rooms must be kept in a clean and tidy condition at all times and rubbish disposed of appropriately. Perishable items should not be left in the meeting room or kitchenette.

Hirers must provide tea, coffee, and consumables if required. The kitchenette must be cleaned after use and all crockery and utensils washed, dried and put away.

The premises should be vacated in a timely manner so as not to inconvenience other room users.

Groups authorised to use the facility out of Library hours must arrange for an office bearer to collect keys and be shown the correct entry and exit procedures at a time convenient to Library staff.

The Library will not accept responsibility for items left in the meeting rooms or anywhere else on the premises. The Library will not store petty cash or any administrative materials for groups or Hirers.

Alcohol may not be brought onto the Library premises without prior written approval. Any Hirer seeking approval must complete an application form and obtain necessary permits if required. No smoking is permitted.

Meeting room users should not access any area of the Library marked "staff only."

RATES:

General rate - \$30.00 per hour

- Individuals, businesses, government and profit making organisations with a capacity to pay or who receive a fee for use of the facility.
- Not for profit organisations include those in receipt of state or federal operational funding and/or registered on the Australian Business Register with limited capacity to pay. Examples include non-government organisations (eg: Anglicare, Windermere) and agencies receiving government funding to deliver services.

Community rate - \$15.00 per hour

- Volunteer, not for profit groups and organisations based in the City of Casey and Cardinia Shire that make a community contribution through their activities.
- Community groups located in the City of Casey and Cardinia Shire such as playgroups for local families; Service Clubs and organised groups operating within the region such as Lions, Rotary, Seniors groups, Chambers of Commerce and traders associations; Arts and cultural activity; Social groups.

PAYMENT:

- Payment to be made within one week of making the booking. Non-payment of fees will result in booking cancellation.
- Hirers requiring a tax invoice prior to payment should allow sufficient time for preparation of the invoice.
- Payment by cheque or cash only. Cheques should be made payable to Casey-Cardinia Library Corporation and accompanied by a copy of the Hirer's driver licence.