

Cairns Libraries - Terms and Conditions of Venue Hire

Keys:

- Keys/swipe cards must be collected during [library opening hours](#). Without keys/swipe card you will not be able to access the meeting room no more than 48 hours prior to booking.
- Keys must be returned immediately at the conclusion of the meeting, either to library staff or through the after-hours return chute.
- The hirer is responsible for the security of the building outside of [library opening hours](#), ensuring all exits are secured, lights and equipment are turned off and all people have exited the building. Failure to secure the building will result in security call out charges on-charged to the hirer.

Booking Applications:

- Set up and pack up time must be included in the booking time.
- Rooms for hire to approved organisations/groups only (unavailable for parties, receptions, religious or political use).
- Bookings are only considered confirmed once full payment is made.
- Tentative bookings, refunds or credit requests are not permitted.
- Access and use must be in line with [Fair Use of Council Facilities and Services policy](#).
- Multiple Bookings will be considered at the discretion of the Library Supervisor.

Not for Profit bookings:

- A Certificate of Incorporation must be produced at the time of booking application otherwise full commercial rate will be charged.

Fees & Payments:

- Payments can be made by BPOINT or in person by cash, EFTPOS or cheque payable to Cairns Regional Council.
- Payment must be received 48 hours prior to booking start time. Access to the room and resources will be permitted once payment has been received.
- These prices are for the current financial year. Fees and Charges are reviewed at the end of each financial year. Customers will be charged at the rate current to the time payment is made.

Room & Equipment:

- Equipment available as listed below, no other equipment will be provided. All equipment must be returned immediately at the conclusion of the meeting.
- Rooms must be left clean and tidy. If the Library Supervisor deems necessary of Council to require a special clean after use, the hirer will be charged for full cleaning costs.
- The following single-use plastics are not permitted in Council venues: plastic bags of any thickness, plastic straws, cutlery, containers, plates, bowls, sachets (such as sauce packets), polystyrene (foam) packaging trays, non-compostable coffee cups or balloons.

Cancellations:

- Council may cancel the booking by written notice to the Hirer any time before the hire date if:
 - Council becomes aware that any event, goods or services proposed to be held or provided by the Hirer is objectionable, dangerous, infringes any copyright or other intellectual property rights, is prohibited by law, or would be detrimental to Council.

- The venue is required for Council functions or events.
- Repairs, alterations or additions to the Venue are underway or impending.
- Council will not be liable for any loss or damage or loss of profit suffered as a consequence of exercising its right to cancel the booking under this clause.

Public Liability & Workplace Health and Safety:

- Hirers should hold valid public liability insurance cover and produce a current insurance certificate for inspection by Cairns Regional Council if requested.
- All hirers are responsible for ensuring compliance with [Council's Workplace Health and Safety policy](#).

Cairns Regional Council reserves the right to make amendments to these terms and conditions at any stage as required. No correspondence will be entered into. Failure to comply with one or more of these conditions will constitute a breach and will result in a forfeit of the right of use of this or any other Council facility.

Facilities & Equipment:

	City	Gordonvale	Manunda	Stratford
Data Projector	✓		✓	✓
Electric Whiteboard	✓		✓	✓
Smart TV	✓	✓	✓	✓
Wi-Fi*	✓	✓	✓	✓
Extension Lead	✓	✓	✓	✓
Powerboard	✓	✓	✓	✓
VGA Cable	✓	✓	✓	✓
HDMI Cable	✓	✓	✓	✓
Kitchen incl. cutlery/crockery	✓		✓	✓
Accessible Room	✓	✓	✓	✓
Area	80m ²	20m ²	67m ²	97m ²
Capacity – Seated (Theatre)	50	8	25	60
Hours of availability	Mon-Sun 8am-10pm	Mon-Fri 9am-5.45pm Sat 9am-11.45am	Mon-Fri 9am-5.15pm Sat 9am-11.45am	Mon-Sun 8am-10pm

*Download/Upload limit is 500mb per device per day with a connection speed of 2mbps.

Fees & Charges 2019/20:

Commercial	\$41.60 per hour
Not For Profit	NIL

Enquiries & Bookings:

Bookings: cairns.qld.gov.au/library/community/services/meeting-rooms

Email: meetingrooms@cairns.qld.gov.au

City Library
151 Abbott Street
Cairns QLD 4870
Ph: 4044 3720

Gordonvale Library
88 Norman Street
Gordonvale QLD 4865
Ph 4044 3778

Manunda Library
Raintrees Shopping Centre
Cnr Alfred & Koch Streets
Manunda QLD 4870
Ph 4044 3779

Stratford Library
11 Kamerunga Road
Stratford QLD 4870
Ph 4044 3733