

Fitzroy Room Booking Request Form



Privacy Notice: Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.

This form is to be completed when a customer wishes to book the Fitzroy Room at the Rockhampton Regional Library. Please refer to the Rockhampton Regional Library – Fitzroy Room Factsheet for further information regarding hire charges and available room facilities. Contact the Rockhampton Regional Library on 07 4936 8043 for further information.

P: 07 4936 8043 | E: Libraries@rrc.qld.gov.au W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Hirer Details	
Organisation name:	
Contact name:	
Postal address:	
Preferred contact number:	Email:
Hire Details	
Date of hire:	Anticipated number of attendees:
Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm <i>(must include setup time)</i>	Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm <i>(must include cleaning and packing away)</i>
Purpose of hire:	
Public Liability Insurance <i>(please note a copy of your current public liability insurance and indemnity statement must be provided)</i>	
Name of insurer:	Policy number:
Policy limit:	Expiry date:
Equipment Requirements <i>(any extra equipment brought in by the hirer is the responsibility of the hirer)</i>	
<input type="checkbox"/> Tables – No. required:	<input type="checkbox"/> Chairs – No. required:
<input type="checkbox"/> Data projector	<input type="checkbox"/> PA system
	<input type="checkbox"/> Lectern
Please note setting up and packing up of the room is the hirers responsibility. You must return all tables and chairs to the cupboards before leaving.	
Supporting Documentation	
Please remember to provide the following supporting documentation when submitting this form:	
<input type="checkbox"/> Public Liability Insurance (Certificate of Currency) outlining a minimum cover of \$20 million.	

OFFICE USE ONLY	Date received:	Are extended hours required? Y N	Amount owing: \$
	Date paid:	Responsible officer:	Receipt number:
	Safety induction completed? Y N	Post-hire room inspection completed? Y N	Inspecting officer:
	Details of damage: <i>(if applicable)</i>		

Declaration

I submit this form with the relevant supporting documentation as required and declare that the details supplied are correct to the best of my ability. I have read and accept the Hirer Exit Checklist and agree to abide by the terms and conditions as outlined in the Rockhampton Regional Library – Fitzroy Room Factsheet.

Name:

Signature:

Date:

Fees and Charges

Please refer to Council's [Fees and Charges Schedule](#) for the relevant fees and charges for room and equipment hire.

Payment Information

In person | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere or Rockhampton Regional Library, 230 Bolsover Street, Rockhampton.

By phone | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

By post | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.

FACT SHEET

Rockhampton Regional Library - Fitzroy Room

General

The Fitzroy Room caters for a total of 90 people in theatre style seating. The following items should be considered before requesting hire of this room:

- The room is **not** available for bookings before 9:00am;
- Consumables will not be supplied; and
- The hirer is solely responsible for any requirement of a food or liquor license for the event.

Fees

For full day and hourly prices to hire the Fitzroy Room please refer to Council's [Fees and Charges Schedule](#).

The hirer is required to make full payment to Rockhampton Regional Council 14 days prior to the date of the room hire. Bookings will not be confirmed until full payment is received.

Please note that bookings that fall outside of the standard library closing hours will incur additional costs to cover the cost of wages for staff. This is charged out at overtime rates. Library business hours are 9:00am to 5:30pm Monday, Tuesday, Thursday and Friday; 9:00am to 8:00pm Wednesday; and 9:00am to 4:30pm Saturday.

Available Equipment

The following equipment is available for hire:

Equipment	Hire Fee
Chairs <i>(90 chairs available)</i>	Free of charge
Tables <i>(one presenter table and 6 public tables available)</i>	Free of charge
Data projector	Prices as per Council's Fees and Charges Schedule .
PA system	Prices as per Council's Fees and Charges Schedule .
Lectern	Prices as per Council's Fees and Charges Schedule .
Standard whiteboard <i>(pens not supplied)</i>	Prices as per Council's Fees and Charges Schedule .

Terms and Conditions

1. Room hirers are not permitted to enter the room outside of their prearranged booking time. Please ensure appropriate arrangements are made with staff for additional set-up or cleaning time. A total of 1 additional hour (for set up and cleaning) will be allowed without charge. Note that Library business hours are Monday, Tuesday, Thursday, Friday **9.00am – 5.30pm**; Wednesday **9.00am to 8.00pm**; Saturday **9.00am – 4.30pm**. Entry and exit will not be available outside of these times, and all hires must finish in time to allow for clean-up and room to be vacated by closing time. A fee to cover the cost of staff overtime will be applied if this condition is not met.
2. Hirers must report to the Customer Service desk **before** entering the Room. This is a safety requirement.
3. Staff assistance with technology is not available unless prior arrangements have been made, eg setting up teleconference equipment or data projector (may attract a fee).

Rockhampton Regional Library - Fitzroy Room

Terms and Conditions Continued

4. The room must be left in a clean and tidy state and floors must be cleaned and vacuumed if required. Staff must be notified of any spillage for treatment. A charge will be levied for any additional cleaning required. All rubbish must be placed in the bin provided.
5. Nothing may be attached to doors, walls, ceilings, glass or other fittings or facilities. The carpeted wall panel may be used or notice boards may be available on request. The wall and boards require the use of Velcro fastenings (hanging equipment is not supplied).
6. Hirer must provide all crockery, cutlery and consumables as required. All catering must be organised by the hirer unless prior arrangements are made.
7. The facilities are provided within the Library and hirers are required to respect other users of the library services and keep noise levels within acceptable limits, and not impede access to the library in any way.
8. Hire is restricted to the room and the attached courtyard. No other areas of the Library are available for breakout or waiting space.
9. Hirer must provide own event/directional signage in format negotiated with booking officer.
10. Hirer is responsible for any equipment used in the room and must provide all necessary power leads and connections if required. The hirer must comply with all operating instruction manuals provided and ensure that use of equipment is undertaken in accordance with responsible work practices at all times.
11. Storage space is not available. All decorations, crockery and other items belonging to the hirer must be removed immediately after the function.
12. Hirers are responsible for setting up of furniture for their function, and are not permitted to remove furniture from the room. Furniture and other items are not be dragged across the floor as this may result in damage. All tables and chairs must be wiped clean and stacked away neatly at the end of the hire.
13. The hirer is responsible for obtaining any food or liquor licenses required for the event.
14. Any damage must be reported to staff. The hirer will be required to cover costs of all damage/breakages incurred whilst hiring the facility, except loss or damage as a result of reasonable wear and tear.
15. The hirer is responsible for the provision of adequate security during the hire period to prevent theft or damage to the room equipment. Charges will be levied for any loss or damage resulting from the hire.
16. Council is not liable for any injury, damage or loss the hirer or any person may suffer by reason of the manner of use of the facility by the hirer, whether such loss occurred naturally or negligently or otherwise.
17. At the conclusion of hire the hirer's designated representative must advise staff and complete sign out procedures.
18. Council reserves the right to cancel a booking in the event of a requirement for the facility for an emergency situation.

FACT SHEET

Rockhampton Regional Library - Fitzroy Room

Terms and Conditions Continued

Performing Rights

In the case of a dramatic or other performance or concert, the Hirer shall not produce, or permit to be produced or performed, any dramatic or musical work in infringement of the copyright or performing right of any owner of such right or rights, and the Hirer agrees to indemnify the Rockhampton Regional Council against any claim for breach of copyright or any other action herewith.

Release and Indemnity

The Hirer indemnifies and agrees to keep indemnified Rockhampton Regional Council against all actions, suits, proceedings, claims, demands, costs, losses, damages and expenses ("Claim") arising out of or in any way connected to or resulting from the granting of this Booking to the Hirer or which is connected to or resulting from the Hirer's use and occupation of the Premises (all of which are referred to as "the indemnified acts or omissions") save to the extent that the Claim arises as a result of any negligent act or omission of the Indemnified Parties, however, any negligent act or omission of one of the Indemnified Parties does not negate the indemnity to any of the other Indemnified Parties.

Safety Requirements

- The Hirer is to comply with requirements from the below Acts:
 - In particular Section 28 & 29 of the *Work Health & Safety Act 1995* and all requirements of the *Electrical Safety Act 2002*.
- It is the Hirer's responsibility to provide a safety briefing at the beginning of the event to advise patrons of the location of suitable fire exits and evacuation methods.
- The Hirer, and any services provided by any contractor arranged by the Hirer, shall conform to the requirements of the *Health Act*, *Local Government Act*, *Workplace Health & Safety Act*, and *Electrical Safety Act* any Local Law or Regulation made there under, and shall be liable for any breach of such Acts, Local Law or Regulation. All other statutory rules, provisions and regulations of the Commonwealth of Australia or State of Queensland for the time being in force must be complied with by the user and the notices given to the proper officers.
- The hirer must advise the relevant authorised Council Officer immediately if there is any damage to, or stolen fire prevention equipment. Emergency replacement of fire equipment will be undertaken by Council.
- If a Hirer uses fire prevention equipment irresponsibly, the cost of making good the equipment will be invoiced to the hirer.

NAME OF HIRER:
TIME IN:

DATE:
TIME OUT:

HIRER EXIT CHECKLIST – FITZROY ROOM

Items to be checked	✓
Room is clean and tidy. Floors have been vacuumed if required	
Library Staff has been notified of any spillage on the floor	
Chairs and tables have been cleaned, dried if required, and stacked away	
All kitchen benches and floor have been cleaned	
All decorations, posters, crockery and other items have been removed	
All hirers' equipment and consumables etc. have been removed from the room prior to exiting	
All room equipment that has been moved or used has been put back in its original storage location	
All rubbish and recyclables have been placed in the wheelie bins located outside in the court yard area	
All lights and air-conditioning have been turned off	
All the room doors have been locked on exiting	
Any damage or loss has been reported to Library staff	

Checked by:

Name of Library staff member	
Name of Function	
Signature:	
Date:	