

Library Technology Centre 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 Library Technology Centre training room at the Rockhampton Regional Library for training courses. Please refer to the Rockhampton Regional Library – Technology Centre Factsheet for further information regarding hire charges and available room facilities.

P: 07 4936 8212 | E: LTC@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	Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm
Purpose of hire:	
Public Liability Insurance <i>(please note a copy of your public liability insurance must be provided)</i>	
Name of insurer:	Policy number:
Policy limit:	Expiry date:
Requirements	
Do you require internet to be available in the technology centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is software required to be installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details:	
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 agree to abide by the terms and conditions as outlined in the Rockhampton Regional Library – Technology Centre 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 – Technology Centre

General

The Library Technology Centre offers two computer training rooms.

Fees

For prices on full hire with and without internet access 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.

Catering

Library staff are able to provide information regarding catering required for bookings. A café operates on site at the Regional Library.

Terms and Conditions

1. Hirers must report to the Customer Service desk before entering the room. This is a safety requirement.
2. 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).
3. Food and drink is not permitted in the training rooms. Nothing may be attached to doors, walls, ceilings, glass or other fittings or facilities. Notice boards may be available on request and require the use of velcro fastenings.
4. All catering must be organised by the hirer unless prior arrangements are made.
5. Hire is restricted to the room and the attached courtyard. No other areas of the Library are available for breakout or waiting space.
6. 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.
7. 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.
8. 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.
9. At the conclusion of the hire the hirer's designated representative must advise staff and complete sign out procedures.
10. Council reserves the right to cancel a booking in the event of a requirement for the facility for an emergency situation.
11. Please note that the room is only available during standard library operating hours. These are Monday, Tuesday, Thursday, Friday **9.00am – 5.30pm**; Wednesday **9.00am to 8.00pm**; Saturday **9.00am – 4.30pm**. Hires which extend beyond standard closing times will be subject to additional charges to cover overtime payments for staff.