



## Kirrawee Library+ Bookable Spaces Terms and Conditions

By booking a space with Kirrawee Library+, you agree to the following terms and conditions:

### Bookings and Payment

- Bookings must be made through the designated online platform ("Bookable"). Payment is required upfront, and all bookings are subject to standard conditions regarding insurance, cancellations, and any other applicable Council policies including Community Venues Hire Terms & Conditions.

### Room Access and Opening Hours

- The Live Room, Green Screen Studio, White Screen Studio and Podcasting Studios are available only during staffed opening hours and until thirty (30) minutes before staffed opening hours cease.
- Venue+, the Theatre and Foyer are available during after-hours access.
- Bookings for these spaces can be made up to six (6) months in advance. The minimum booking duration is one (1) hour, which must include setup and returning the room to its original state.

### Hours of Operation

The table below outlines the regular staffed hours alongside the extended hours available for after-hours access by Authorised Members:

Day	Staffed Opening Hours	After-Hours Access
<b>Monday</b>	9:00 AM – 5:00 PM	7:00 AM – 10:00 PM
<b>Tuesday</b>	9:00 AM – 8:00 PM	7:00 AM – 10:00 PM
<b>Wednesday</b>	9:00 AM – 8:00 PM	7:00 AM – 10:00 PM
<b>Thursday</b>	9:00 AM – 8:00 PM	7:00 AM – 10:00 PM
<b>Friday</b>	9:00 AM – 5:00 PM	7:00 AM – 10:00 PM
<b>Saturday</b>	9:00 AM – 4:00 PM	7:00 AM – 10:00 PM
<b>Sunday and Public Holidays</b>	11:00 AM – 4:00 PM	7:00 AM – 8:00 PM

## Room Usage, Storage, and Equipment Handling

### Room Access Procedure

- To access your booked room, please sign out a swipe pass from the Welcome Desk prior to the start of your booking.
- If you have hired the Theatre or Venue+ for an after-hours event, you may collect your swipe pass one day prior.
- At the end of your booking, the swipe pass must be returned to the Welcome Desk. If your Theatre or Venue+ booking concludes after hours, you must return the swipe pass the following day.

### Setup, Cleanup, and Room Configuration

- Any additional time required for setting up or rearranging the space must be included in the total booked time. The hire times detailed in the Hire Agreement—including all setup and cleaning periods—must be strictly observed.

### Equipment Use and Conditions

- Permanent equipment within the [Room] is regularly inspected and maintained to ensure it is in good working order. Should you encounter any issues during your booking, you must immediately notify library staff. While a list of available equipment and software is provided at the time of booking, staff are not available to offer training or technical assistance during your session.
- The library can offer a brief check to ensure equipment is functional and show you the layout of the space (including power points and plugs), but any inability to operate the equipment will not be grounds for a refund.
- In the rare event that any service is temporarily unavailable due to routine maintenance or technical issues, we will work promptly to restore full functionality.

### Room Storage and Furniture

- No storage of personal items within booked spaces is permitted without prior arrangement at the time of booking (except for continuous multiple-day events).
- Library furniture must remain in place and must not be brought in or removed from the space. If you bring external equipment or props, you must remain mindful of the surroundings and other library users.

### Hirer Responsibility

- The hirer is responsible for any damage to the room, furniture, or equipment during the booking period and must report any damage to staff as soon as practicable.
- Affixing nails, screws, tape, Blu-Tac, or any other fasteners to walls, floors, or furnishings is strictly prohibited.

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<b>Version:</b> 1.0	<b>Approved by:</b> Melinda McNaughton	<b>Date approved:</b> 18 June 2025
<b>Original:</b> June 2025	<b>Last Revision:</b> June 2025	<b>Next Revision:</b> June 2026

### Use of Personal Equipment

- If you wish to use your personal equipment (excluding laptops), you must ensure that each item has been electrically tagged and tested within the last 12 months and is in good working order.
- Sutherland Shire Libraries accepts no responsibility for any articles brought into or left in the [Room]. All items brought by the hirer are entirely their responsibility before, during, and after the session.

### Food, Drink, and Borrowed Equipment

- No food or drink is allowed within the Live Room, Green Screen Studio, White Screen Studio and Podcast Studios, particularly in areas where sensitive equipment is in use.
- Sutherland Shire Libraries provides equipment for borrowing during your booking; however, all borrowed items must be checked out against a current Library Membership and returned to staff. As equipment availability cannot be guaranteed, it is recommended to reserve or borrow needed items in advance. Permanent equipment, on the other hand, is always available for your booking.
- In the rare event that any service is temporarily unavailable due to routine maintenance or technical issues, we will work promptly to restore full functionality.

### Smoking

- Smoking and vaping are prohibited within the building and within four metres of any entrance, exit, loading dock, or ventilation source of a Council-owned building.

### Alcohol

- Consumption of alcohol within the Theatre, Live Room, Green Screen Studio, White Screen Studio and Podcast Studios is not permitted.

Should alcohol be consumed on the premises in Venue+ or the Foyer during an event, the following conditions apply:

- You must notify Sutherland Shire Libraries at the time of booking.
- Your event may incur a 'high risk' bond as stated in [Council's Schedule of Fees and Charges](#).
- You agree that no alcohol will be provided to anyone under 18, no intoxicated person will remain on the premises, and no alcohol will be consumed outside the premises or taken offsite.
- You remain responsible for ensuring the event maintains a 'quiet and good order' and for the behaviour of all attendees. Non-compliance with these conditions may lead to fines or penalties under the Liquor Act 2007 (NSW).

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## Noise Levels, Conduct, and Supervision

### Noise and Conduct

- The hirer is responsible for ensuring sound levels are monitored and maintained at a level that does not disturb other library users. Although the rooms feature noise-cancelling design, all individuals must be mindful of noise when entering or exiting the space. The hirer must take reasonable steps to prevent any disorderly conduct during the booking and upon departure, and is accountable for the behaviour of all persons attending the session.

### Nudity

- Nudity is not permitted within the [Room]. If outfit changes are necessary, please use the designated Dressing Room.

### Cleanliness

- The [Room] must be left clean and tidy following your booking. A cleaning fee may apply if extra cleaning is required due to excessive mess.

### Prohibited Items

- The use of open flames, fireworks, flammable or combustible liquids, toxic or corrosive chemicals, kerosene, or spirit-type lamps is strictly prohibited.

### Damage and Cost Recovery

- The hirer is liable for any loss or damage to the building, flooring, furniture, hire equipment, appliances, or fittings that occurs during the use of the [Room]. Sutherland Library reserves the right to determine the cost of any repairs or additional cleaning required.

## Content, Copyright, and Advertising

### Content Liability

- Kirrawee Library+ accepts no liability for the content created by the hirer within the [Room]. The hirer must ensure that all material produced is legal, non-obscene, and does not infringe any copyrights. Licensing of any material is the sole responsibility of the hirer. Library staff reserve the right to end any session without notice if these conditions are breached.

### Display Opportunities

- There may be opportunities to showcase works created in the space on display screens in Kirrawee Library+ or other libraries, subject to separate negotiation.

### Advertising and Commercial Use

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- Any advertising of an event held within the space must be approved by the Senior Manager Arts & Libraries to avoid any implication of official library endorsement. The space is intended for community use; hosting profit-generating workshops or charging for events is prohibited unless prior written consent and additional conditions are met. Similarly, any revenue-generating screening or exhibition events require separate arrangements and approval.

## Safety and Security

### Child Protection and Child Safety

- Sutherland Shire Council is deeply committed to the safeguarding of children and young people. If you have any concerns regarding a child's safety, please call:
  - **Child Protection Hotline:** 13 21 11 (available 24 hours, 7 days a week)
  - **Emergency:** Dial 000 immediately if there is immediate danger.
- Children under 16 must always be accompanied and supervised in the bookable spaces. If your activity involves children under the age of 18, you must comply with all applicable Child Protection Acts, including carrying out employment screening in accordance with current legislation.

### Surveillance (Closed-Circuit Television – CCTV)

- For the safety and security of all customers, security cameras monitor the library premises 24 hours a day.
- Cameras cover all entrances, exits, and internal areas (excluding toilets and dressing rooms). By using the facility, you acknowledge and agree that your activities may be recorded.

### Emergency Procedures

- Emergency Evacuation Management Plans are posted throughout the library.
- In the event of an emergency, you are required to follow the directions of library staff immediately.

## Fees, other charges and Insurances

### Inclusive Booking Time

- All bookings must include the full time required for your use of the space (i.e. access). This includes bump in (setup) and bump out (pack down).

### Fees at Time of Booking

- The cost you are quoted and ultimately charged is determined at the time you make your booking.

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## Refunds

- The booking fee is non-refundable, even if you choose not to use or occupy the premises. No refunds, credits, or adjustments will be provided for non-usage.

## Late Payment Fee

- If you fail to make your payment within 30 days of the due date, a late payment fee will be applied. This fee is designed to cover the administrative costs and potential inconvenience caused by delayed payments.

## Interest Charge

- For payments that remain overdue by more than 30 days, interest will start accruing on the outstanding amount. The rate of this interest is not fixed in the clause but is determined under Section 566 of the Local Government Act.

## Insurance

Organisations must hold a valid Public Liability policy of minimum \$20 million. The insurance must cover liability that comes from your use of the premises, and include:

- bodily injury
- property damage

## Employees

- If you employ **people**, you must have valid workers' compensation insurance and accident insurance and comply with the requirements of the Work Health and Safety Act 2011.

## Community Venues Hire Terms & Conditions

- Community Venues Hire Terms & Conditions also apply to customers booking Kirrawee Library+ bookable spaces.

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*By proceeding with your booking, you acknowledge that you have read, understood, and agreed to these Terms and Conditions.*

*If you have any questions or need further clarifications regarding these terms, please let us know.*

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