



CITY OF PERTH  
LIBRARY

# Level 2 Meeting Rooms Hire Guide

[perth.wa.gov.au/library](http://perth.wa.gov.au/library)



The City of Perth acknowledges that the Whadjuk Nyoongar people are the Traditional Owners of the land and waters on which Perth City sits today.



## The building

The award-winning City of Perth Library is located in the vibrant Cathedral Square precinct in the heart of the City. The Library boasts beautiful views of the City and Swan River and the interiors are warm and inviting. Clever design provides interesting light and shadow effects throughout the building.

The Library building employs universal design principles, making it accessible for people with diverse abilities. There are ample public transport and parking options nearby.

## Logistics

### Location

The City of Perth Library is located at 573 Hay Street.

### Public transport

The City of Perth Library is located 10 minutes' walk from the Perth Busport and both the Perth and Elizabeth Quay Train Stations.

The nearest CAT Bus stop is outside the Perth Town Hall, 100m from the Library.

A taxi rank is located near the Library on Hay Street.

### Nearest parking

#### Pier Street (City of Perth Parking)

87-89 Pier Street (near corner of Murray Street)  
Open 6.00am to midnight

#### Council House (City of Perth Parking)

27 St Georges Terrace  
Open 6.00am to 1.00am

For information about City of Perth Parking fees and charges, visit [www.cityofperthparking.com.au/parking-fees](http://www.cityofperthparking.com.au/parking-fees) and download the Parking Guide.

### Nearest ACROD parking

The nearest accessible parking is a 30 minute bay on Hay Street in front of the Library.



## Hire fees

Space	Capacity	Size	Notes	Hourly Rate	Daily Rate
Meeting Room 202	12	18m <sup>2</sup>	Plasma Screen	\$55	\$275
Meeting Room 203	6	13.5m <sup>2</sup>	Plasma Screen	\$35	\$175
Meeting Room 204	6	10.5m <sup>2</sup>	Plasma Screen	\$35	\$175
Meeting Room 205	6	13.5m <sup>2</sup>	Plasma Screen	\$35	\$175

- Whiteboards are available in all meeting rooms.
- All prices include GST.
- Although credit card details are collected to reserve your booking, payment is not taken until the day of your booking. You will need to produce your credit card when you arrive at the Library for your payment to be processed. Access to the room will not be provided until payment has been processed.
- Hirers will be issued with a room access card to allow room entry for the time booked.


## Online bookings

To book a meeting room online, please visit [perth.wa.gov.au/library](http://perth.wa.gov.au/library) and scroll down to the meeting rooms icon.

## Photocopying, printing and scanning

The Library has photocopying, scanning and printing facilities.

### A4 print and copy prices

 A4	Type	Single sided	Double sided
	Black and white	\$0.20 per page	\$0.40 per page
	Colour	\$1.00 per page	\$2.00 per page

### A3 copy prices

 A3	Type	Single sided	Double sided
	Black and white	\$0.40 per page	\$0.80 per page
	Colour	\$2.00 per page	\$4.00 per page

- The paper supplied by the Library must be used for all printing and copying to prevent paper jams.
- All prices include GST. All printing and copying payments can be made by cash or card.



## Hours of use

Meeting rooms are only available during Library opening hours. Hirers can only access a booked room 15 minutes after the Library has opened. Booked rooms must be vacated 15 minutes prior to the Library closing due to operational requirements.

## Opening hours

Monday to Friday	8am to 6pm
Saturday	10am to 4pm
Sunday	12pm to 4pm

## Conditions of use

- The room must be vacated by the scheduled time.
- The room must be left undamaged.
- The room must be left in a clean and tidy condition.
- The A/V equipment pack and the access card for the room must be returned to the Customer Service Desk at the end of the meeting.
- The seating capacity of the room (as described on page 3 of this document) will not be exceeded at any time.
- For public safety, the hirer will ensure that access paths and emergency exits are not blocked.

Failure to comply with these conditions may result in the termination of the booking, and future bookings may be prohibited.

## Additional costs

The hirer will be responsible for any additional costs that may be incurred by the City of Perth Library as a consequence of the hirer's use of the room.

If, in the City's judgement, the space is left in a dirty condition, or damage is caused to the venue or property, equipment, fixtures or fittings therein, a fine may be incurred to cover the cost of cleaning and/or repairs.

## Bookings

- All bookings are subject to review and approval by the City of Perth Library. The City of Perth Library reserves the right to refuse, alter or cancel any bookings at any time.
- Start and finish times of bookings given by the user group or individual must include set up and pack up time and must be strictly adhered to. Bookings are taken and confirmed based on this information. Failure to adhere to agreed times may result in clashes in bookings and security issues.
- The hirer must remain in attendance during the hire period and is responsible for the security of the room, safety of guests and supervision of all activities during the hire period.
- Tentative bookings will not be accepted.
- All bookings are confirmed instantly.
- Drinking water and/or catering is not provided as part of the booking.
- Changes to bookings are permitted up to 24 hours in advance by contacting our Customer Service Team: [libraryfrontdesk@cityofperth.wa.gov.au](mailto:libraryfrontdesk@cityofperth.wa.gov.au) or (08) 9461 3500.





## General conditions

### Smoking and fire

Smoke, mist and haze machines are not allowed as they are incompatible with the fire safety system. No smoking is permitted in the Library or on the Terrace. No candle, oil lamp, essential oils or flame of any kind is to be used within the Library, even with a glass covering. Please do not block or lock emergency exits. No light fitting may be interfered with, covered or decorated any way.

Thermal and smoke detectors are located in all areas of the building and these are electronically connected to the fire alarm system.

### Emergency procedures and evacuation

An emergency evacuation plan is available to all parties hiring any of the City of Perth facilities. A copy of the evacuation diagram for Level 2 is in each meeting room. Upon activation of an alarm, a tone will sound throughout the building and Library staff will respond.

The evacuation diagram includes identification of the assembly point. The hirer is responsible for following these procedures and ensuring all guests attending the meeting leave the building in the prescribed manner via the fire isolated stairwells.

The hirer is responsible for ensuring that their guests do not return to the building until the fire brigade declare it safe to do so. Hirers will be responsible for all costs incurred if the alarm is activated by prohibited equipment or is activated falsely due to negligence or misdemeanour by the hirer or their guests.

Under no circumstance will the hirer interfere with firefighting or other emergency equipment unless in the case of fire. Access to fire and safety equipment, including emergency exits and pathways, must be maintained at all times.

### Lost property

Only Library staff are authorised to enter, examine and search the meeting rooms for lost property. Any items found by the hirer should be handed in to the Customer Service Officers on the Ground Floor. The Library accepts no responsibility for items left behind at the end of a hire period.

### WiFi and phones

Library Meeting Room WiFi is available, please ask Library staff for your unique code when you arrive for your booking.

There are no landline telephones or landline telephone access points in any of the meeting rooms.

### First aid

First aid kits are located behind the panel with the fire extinguishers on Level 2. Please inform Library staff if you or your guest require first aid.

### Toilets

Public toilets are available on Level 3.

### Building decorations

Nothing is to be attached to the walls (pin boards excluded), ceiling, lights, fire sprinklers or other fixtures. Any damage caused by the affixation of signs or decorations will be repaired and the hirer charged in accordance with cost of repairs as advised by contractors.



### Use of furniture

The hirer will not permit furniture to be added or removed from the meeting room. Unauthorised use of equipment may result in the booking being cancelled immediately.

### Incident reporting

The hirer must immediately report any complaint or incident including, but not limited to, near misses, allegation of theft or criminal activity, security breaches or threats, and injury or death to a City of Perth Library staff member.

### Trading on local government property

Patrons cannot use the Library or its facilities for the purposes of carrying on a business unless a permit has been approved by the City. A permit will not be approved for this purpose.

### City of Perth Library staff

Library Customer Service Officers, located on the Ground Floor, and Library Officers located on all floors of the Library are present to provide information and assistance. They cannot be used as receptionists for interviews in meeting rooms or any other purpose.

### Unacceptable behaviour

No person using the venue shall behave in a disorderly manner, use profane or indecent language, be in an intoxicated condition, create or take part in any disturbance, or cause any nuisance or annoyance to other Library users.

### Indemnity

Upon acceptance of hire, the hirer is bound to hold the City of Perth and the employees of the City of Perth indemnified against claims which may be made against them for damages.

Otherwise, in respect of any loss, damage, death or injury caused by or in the course of or arising out of the hiring of the venue, the property of the City of Perth during all periods when such venue is on hire to the hirer. However this indemnity only applies to the extent that such loss, damage, death or injury is caused by the negligence of City of Perth.

Photography by Frances Andrijich.

