



## Library meeting space bookings

Gold Coast Libraries welcomes community and non-incorporated social groups to book library meeting spaces for regular places to connect. Library meeting spaces are free of charge and subject to availability. Terms and conditions apply.

Priority is given to groups which align to Gold Coast Libraries' purpose, as 'a progressive and welcoming community hub; supporting learning and discovery through access to information and connection with services.'

Bookings may be requested for meeting spaces use during library operating hours only.

Fortnightly or monthly recurring bookings may be granted for a maximum duration of up to six months for the period January to June or July to December. Re-application for ongoing bookings is required and is the responsibility of the group.

For alternative meeting room options please contact the City of Gold Coast on 5667 5986 to ask about meeting rooms within Community Centres or visit [www.goldcoast.qld.gov.au/Services/Venues-facilities/Community-centres](http://www.goldcoast.qld.gov.au/Services/Venues-facilities/Community-centres) or email [cityvenuebooking@goldcoast.qld.gov.au](mailto:cityvenuebooking@goldcoast.qld.gov.au)

### Acceptance criteria

The following criteria applies for any use of meeting spaces at Gold Coast Libraries:

An applicant must meet at least one of the following two categories:

1. Not-for-profit organisation or community group (excluding: political, religious and registered charity groups)
2. Non-incorporated social groups e.g.: Book Clubs, Chess Clubs and Board game groups etc.

2.1 All social groups, must be open to the general public and not operate as a private group or use a closed group format. Social groups are considered to be groups organised or led by members of the community, they are not programs or activities facilitated or led by library staff.

### Not eligible

1. For-profit groups or businesses which may include multi-level marketing (MLM) groups or any business or group seeking to sell items, products or services.
2. Community groups which are seeking to sell items, products or services or impose an entrance or ticket fee for their event.
3. Not-for-profit groups where gatherings are for committee meetings, annual general meetings, business meeting or conducting recruitment activities etc.
4. Physical exercise activities such as Zumba, Yoga and Pilates or activities that generate excessive noise are not permitted in library meeting spaces.

## Application process

Before completing a booking enquiry form, applicants must first review and agree to the Terms, Conditions and Guidelines within the Annexure Attachment.

1. Check your eligibility as listed within the 'Acceptance Criteria.'
2. Read and accept all terms and conditions contained within the Annexure Attachment.
3. Lodge your booking enquiry form in person at your local library or via email [CityLibraries@goldcoast.qld.gov.au](mailto:CityLibraries@goldcoast.qld.gov.au)
4. Due to the high demand for use of Library meeting spaces across Gold Coast Libraries, all applications are assessed on merit. Applicants will be notified with the outcome of their request within 2 business days.
5. Additional questions can be directed to the Library Customer Care Team by phoning **5667 5940**.

## Library meeting rooms

### Broadbeach Library



### Elanora Library



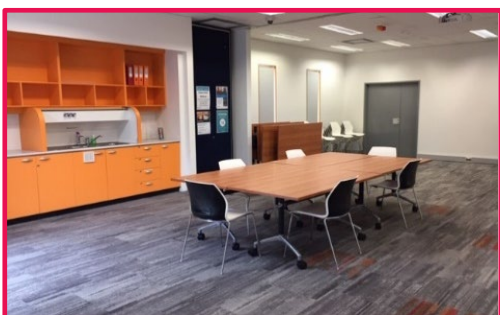
### Helensvale Library



### Nerang Library



### Southport Library



## Library meeting spaces (open areas)

**Burleigh Waters Library**



**Helensvale Library Level 1 Lounge**



**Runaway Bay Library**



**Upper Coomera Library**



## Library meeting spaces (computer rooms)

**Southport Library Learning Lab**





## Library meeting space booking enquiry

### Applicant details

Name of group

Address

Contact Name

Position

Phone number

Email address

Please review and tick the following points to confirm your booking meets the eligibility criteria:

- Not-for-profit group    or     Community or Social group  
 Meeting is open to the general public to participate  
 No charge is being made for attending the activity/ event in the library meeting space  
 I have a current Gold Coast Libraries membership card

### Description of booking requirements and activities

Please provide sufficient detail describing your group, the purpose of the booking and type of activities proposed.

### Booking information (all bookings subject to confirmation)

#### Space requested – capacity limits

- Broadbeach Library Meeting room (capacity 25)                       Burleigh Waters Library meeting space (capacity 8)  
 Elanora Library Meeting room (capacity 30)                       Helensvale Library L1 Lounge meeting space (capacity 25)  
 Helensvale Library Meeting room (capacity 25)                       Runaway Bay Library meeting space (capacity 13)  
 Nerang Library Meeting room (capacity 36)                       Upper Coomera Library meeting space (capacity 30)  
 Southport Library Meeting room (capacity 20)                       Southport Library Learning Lab (capacity 9 / 7 computers)

Is this a recurring booking? Y/N	Frequency fortnightly/monthly	Meeting spaces are only available during library opening hours	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="text"/>	<input type="text"/>								
Start date	End date		Start time		Finish time		Expected number of users		
<input type="text"/>	<input type="text"/>								

### Applicant declaration

I \_\_\_\_\_ make this request on my own behalf/ or on behalf of \_\_\_\_\_. I have read and agree to the Annexure 'Terms, Conditions and Guidelines' and meet the 'Acceptance Criteria'. I understand I will be notified of the outcome of my booking request within 2 business days of submitting this request.

Signed by

Signature

Date

Completed booking enquiry forms can be returned to your local library or emailed to [CityLibraries@goldcoast.qld.gov.au](mailto:CityLibraries@goldcoast.qld.gov.au)

Privacy Notice: The City of Gold Coast (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the Information Privacy Act 2009 (Qld) and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to <http://www.goldcoast.qld.gov.au/privacy-81.html>. Council may also use your personal information in order to contact you to provide you with information regarding Council functions and services. If you do not wish to receive such information please opt out using the unsubscribe link in the communication material sent to you.

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## ANNEXURE GOLD COAST LIBRARIES TERMS, CONDITIONS AND GUIDELINES FOR USE OF LIBRARY MEETING SPACES

*It is a requirement that you sign the Gold Coast Libraries Application to book a library meeting space, that states, in part, that you have read and understood these terms, conditions and guidelines for use. Please contact Library staff if you require clarification of any aspects of this document.*

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# 1 Conditions of Hire document

The 'General Conditions of Usage' is a legal document which is provided to the nominated Hirer of all Library meeting space prior to the booking date.

The document is accompanied by a booking enquiry form which will include an acceptance clause for signing and return.

Council of the City of Gold Coast (Council) reserves the right of refusal to hire a library meeting space and has the power to revoke booking agreements at any time.

## 1.1 Definitions

In this document:

**'Applicant'** means the person, organisation, social group organiser identified under the 'Applicant Name' on the attached 'Library meeting space booking enquiry form'.

**'Council'** refers to the Council of the City of Gold Coast Council ABN 84 858 548 460.

**'Fit for Purpose'** refers to the condition of a Facility being appropriate to the intended usage.

**'Hire'** To engage the temporary use of a library meeting space.

**'Hirer'** A person or other legal entity that causes the Hire of a library meeting space.

**'Library meeting space'** means one of the following meeting rooms or open area meeting spaces located within Gold Coast Libraries, for which Council has accepted an application for use by the applicant.

Library meeting rooms	Capacity
Broadbeach	25
Elanora	30
Helensvale	25
Nerang Library	36
Southport	20

Library open area meeting spaces	Capacity
Burleigh Waters	8
Helensvale L1 Lounge	25
Runaway Bay	13
Upper Coomera	30
Southport Library Learning Lab	9 people / 7 computers

**'Libraries Officer'** means an Officer in the employ of the City of Gold Coast City Libraries Branch.

**'Manager City Libraries'** The Manager of Gold Coast Libraries and includes the acting Manager of Gold Coast Libraries.

**'Not-for-profit'** community organisations who do not operate for profit (excluding: political, religious and registered charity groups.)

**'One-off Bookings'** Booking a library meeting space for a single use at a specific time and date.

**'Recurring Bookings'** Booking a library meeting where bookings are at regular fortnightly or monthly intervals.

**'Social group'** members of the community that meet regularly for social connection activities such as: Book Clubs, Chess Club, Board game groups. A Social group is hosted by a member of the community.

**'Venue'** Library managed by Gold Coast Libraries within the Lifestyle and Community Directorate of the council.

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## 1.2 Acceptance criteria

The following criteria applies for any use of meeting spaces at Gold Coast Libraries:

An applicant must meet at least one of the following two categories:

- A, Not-for-profit organisation or community group (excluding: Political, religious and registered charity groups)
- B, Non-incorporated Social groups e.g.: Book Club, Chess Club and Board games etc.

All social groups must be open to the general public and not operate as a private group or use a closed group format. Social groups are considered to be groups organised or led by members of the community, they are not programs or activities which are facilitated or led by library staff.

Not eligible

- For-profit groups or businesses which may include multi-level marketing (MLM) groups or any business or group seeking to sell items, products or services.
- Community groups which are seeking to sell items, products or services or impose an entrance or ticket fee for their event.
- Not-for-profit groups where gatherings are for committee meetings, annual general meetings, business meeting or conducting recruitment activities etc.
- Physical exercise activities such as Zumba, Yoga and Pilates are not permitted in library meeting spaces.

## 2 Bookings

All Library meeting space bookings are to be made by completing and submitting a booking enquiry form, with full disclosure of the nature and purpose of the booking. Meeting spaces are free of charge and only available to not-for-profit or social groups who reside within the City of Gold Coast Council area.

Library foyer areas are not available to book as they are solely reserved for Library and City of Gold Coast events and activities.

### 2.1 Hours of Use

Library Meeting spaces are available for hire within library opening hours only, 30 mins after opening and up to 15 minutes before closing time for a maximum of three hours. Meeting spaces are not available to hire on public holidays or during any lockdown periods effecting the Gold Coast and can be cancelled at the discretion of Manager of Libraries (or Delegate).

### 2.2 Tentative Bookings

Tentative bookings will not be accepted.

### 2.3 One-off Bookings

One-off bookings are permitted in accordance with acceptance criteria.

### 2.4 Recurring Bookings

Applications for recurring use of a library meeting spaces may only be accepted on the understanding that bookings of this nature may be required to be cancelled / rescheduled in preference of library or council events and activities.

Two bookings can be requested each calendar month.

Recurring bookings can be made for up to a six-month period. Re-application for ongoing bookings is the responsibility of the group.



## **2.5 Political and or Religious Usages within Venues**

The use of the library meeting spaces for political/religious meetings or other political/religious purposes is not permitted.

## **3 Cancellation of Bookings**

### **3.1 Refusals/Cancellations by Council**

The refusal of use of the facility in any case may be authorised by the Manager of Libraries (or Delegate) at their discretion. Notwithstanding that the booking of the library meeting space may have been entered into in accordance with these General Conditions of Hire, the Manager of Libraries (or Delegate) retains the discretion, at any time to cancel the booking to the Hirer.

In this instance the Hirer will have no claim at law or in equity for loss or damage in consequence thereof where Council is unable to provide a library meeting space due to an unforeseen reason.

### **3.2 Required Agreements between the Hirer and Council**

Council and the Hirer agree:

That if at any time, in the opinion of the Manager of Libraries (or Delegate):

- (i) the Hirer cannot or is not complying with these General Conditions of Hire; or
- (ii) there is a likelihood that damage may be caused to the library meeting space; or
- (iii) the organisation or advertising for or the manner in which any performance or use is being conducted or is proposed to be conducted is of a scandalous, libellous, inappropriate, offensive or obscene character;

then the Manager of Libraries (or Delegate) may revoke or discontinue the permission granted at any time by giving the Hirer notice in writing thereof, whereupon the permission granted to the

Hirer shall be at an end but without prejudice to any right or remedy of Council for breach by the Hirer of these General Conditions of Hire.

### **3.4 Revoking or Discontinuing Permission to Hire**

That if at any time:

- (i) in the opinion of the Manager of Libraries (or Delegate), there exists an emergency due to an actual imminent occurrence that causes or threatens to cause loss of life, injury or distress to persons or threatens the safety of any person or destruction of or damage to property;
- (ii) the Venue is required, requisitioned or resumed for the purpose of a Government or public authority for any public use;
- (iii) the use of the Library meeting space is prohibited, obstructed or hindered by any other occurrence;
- (iv) Then the Manager of Libraries (or Delegate) may at any time revoke or discontinue the permission granted by giving to the Hirer advance notice by telephone and / or notice in writing. Immediately upon receipt of such notice the permission granted shall be at an end.

## **4 Conditions of Use of the Venue and Council Owned Equipment**

Prior to Hire, Hirers and their representatives who will be present on the day of Hire will be provided with an induction to the library meeting space, amenities and the equipment to ensure all health, safety and security requirements of the Venue have been explained by an authorised officer.

### **4.1 Provision of library staff and resources**

Library staff can provide basic support such as:

- Provide instructions on how to set up tables and chairs however cannot set up the space for the booking.
- Provide instructions on connecting to Libraries data projector to the Hirers laptop. (Library meeting rooms only.)

All social groups must be self-facilitated by members of the community.

All Library meeting rooms contain tables, chairs and a data projector. It is the responsibility of the Hirer to ensure they have correct connectors for their laptop to work with the Libraries data projector. Library open area meeting spaces contain a mixture of chairs and tables and do not have data projector facilities.

## 4.2 Hire Preferences and Restrictions

Library meeting spaces are predominately for community use. Therefore, preference in Hire is given to those users who will use the Venue to the benefit of the community and support Libraries' vision of 'learning, literacy and encouraging active participation in our community'. All Hirers must hold a current Gold Coast Libraries membership.

## 4.3 Commercial (Retail) Trading

The Hiring of the library meeting space for any commercial retail trading purpose is not permitted. No charge can be made for attending the activity/ event in the library meeting space.

## 4.4 Games of Chance

No games of chance where money or equivalent is exchanged or passed on as a prize either directly or indirectly shall take place within the Venue.

## 4.5 Disruption of Library activities - Noise

The Hirer is responsible for ensuring any event or activity being held in the library meeting space does not unduly impact on library activities, for example excessive noise and activities.

Hirers that use music or audio/visual presentations as part of their activity must have the library meeting room doors closed to minimise noise interference with the library service.

Failure to comply with any official request to reduce noise will result in immediate cessation of the Hire.

## 4.6 Children and Young People at Venues

All children (people who are under 18 years of age) attending the venue are the responsibility of the Hirer / parent(s)/guardian(s) and/or appointed carers and must be supervised for the duration of the meeting space booking. Where a Library meeting space is Hired for the purpose of conducting an activity specifically for children, the Hirer must provide a ratio of adults to children that accords with the current minimum staffing requirements for Early Childhood in the National Quality Framework. Current information can be found on their website. <http://acecqa.gov.au/national-quality-framework/educator-to-child-ratios>. Where a Library meeting space is Hired for the purpose of conducting an activity involving young people, the Hirer must ensure adequate supervision of the young people at all times within the Library meeting space. At minimum the Hirer or their representative must be present at all times with line of sight to all young people involved in the activity.

## 4.7 Closure procedures

Unless specifically advised otherwise at the conclusion of Hire, the Hirer for Library meeting space must ensure:

- All taps are turned to off position;
- All lights (including those in toilets and kitchens), urns, fans and air conditioning are turned off;
- all doors and windows are closed properly, locked and advise library staff upon vacating;
- All furniture is stacked/ packed away; and
- Tables, chairs and commonly touched areas must be wiped down by the Hirer before and after space usage using cleaning materials supplied by Gold Coast Libraries. (Cleaning caddy provided.)

Failure to follow these procedures may result in cancellation of future bookings.

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## 4.8 Cleaning

- Hirers are required to leave the library meeting space in a clean state at the conclusion of their booking and follow COVID Safe practices.
- All garbage is to be bagged and placed in the appropriate bin containers.
- All equipment is to be returned to designated areas.
- Tables and chairs are to be cleaned and stored as found. Where applicable tables and chairs are to be packed away.
- The facility is to be left presentable for the following Hirer.
- Bookings must incorporate cleaning requirements within the booked times.

## 4.9 Reception and Custody of Venue Chattels

All equipment provided to the Hirer must be returned at the conclusion of Hire. Items missing, lost or damaged will be charged to the Hirer at current replacement valuation.

## 4.10 Passageways

The Hirers activities must be contained within the Library meeting space that has been Hired. Use of adjoining hallways or foyers within the venue is not permitted. At no time are passageways, doors and fire exits to be blocked.

## 4.11 Temporary Fixtures and Decoration

The floors, walls or any other parts of the facility must not be broken or pierced by nails, screws or other contrivances, nor by any writing, printing, painting or other decorations made on the walls. No proscenium, scenery, fittings, decorations, posters, are to be fixed, hung or displayed in or upon the building without the previous consent of Library Manager (or Delegate).

## 4.12 Floor Surfaces and Grounds

- No substance is to be placed on any floor that may alter the surface
- Furniture and equipment must be carried and not dragged

## 4.13 Advertising

Gold Coast Libraries receive numerous requests from various organisations wanting to display promotional material. Library display spaces are reserved for the promotion of Library and Council events and services only. However, material which meets the community information guidelines and has been approved by the Branch Librarian, may be displayed on the Community Information stands, which are contained within all libraries.

## 4.14 Food and Beverage Preparation

Each meeting room kitchenette is fitted with a zip boil tap that can be utilised for filtered cold water or hot water to make tea/coffee. Libraries do not provide paper cups, tea, coffee, milk and biscuits. Hirers are required to provide their own supplies. Libraries are unable to offer groups space to store these materials.

The Hirer must not bring or use cooking appliances in library meeting rooms. Food preparation within a library meeting room is not permitted, however serving of cake or snack food is permitted.

For bookings in the Library open area meeting space, hot water urns are not permitted.

## 4.15 Smoking

Council's community and public buildings are designated Non-Smoking areas. As such smoking is not permitted within the confines of the Venue and externally within four metres of entrances.

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## **4.16 Animals**

Animals are not permitted at any Venue unless written approval has been received from the Manager of Libraries (or Delegate). Exceptions that do not require any approval include assistance animals, support animals and official animals, e.g. police dogs.

## **5 Control of Venues**

### **5.1 Administration**

The general administration and control of the library meeting space is vested in the Manager of Libraries (or Delegate) who shall exercise absolute discretionary powers for the good order and control of the Venue.

### **5.2 Control of Exits**

The Council shall have complete control and supervision over all means of ingress and egress and the Hirer or their representative shall act under the direction of the Manager of Libraries (or Delegate).

## **6 General Conditions**

### **6.1 Entering the Venue**

The Hirer will permit Council officers or any other authorised Officer(s), servant or agent of the Council at any time and from time to time to enter upon the Venue or any part thereof.

### **6.2 Directions**

The Hirer must comply with any requirement or direction made or given by the Manager of Libraries (or Delegate).

The Manager of Libraries (or Delegate) shall be at liberty to suspend and/or control to any extent and any way deemed necessary, any use, performance, matter or proceeding which is judged to be not in accordance with the provision of these General Conditions of Hire without rendering the Council or any Officer(s), servant or agent liable for damages in respect of such suspension and/or control.

### **6.3 Use of a Venue**

The Hirer shall ensure that the Library meeting space is used in a proper and orderly and lawful manner and will not permit or suffer any riotous, disorderly or improper conduct in the Library meeting space nor permit or suffer any person who is affected by liquor or guilty of riotous, disorderly or improper conduct to be or remain in the Library meeting space nor permit or suffer to be done in or about the Library meeting space any act, matter or thing which may injure or tend to injure the reputation of the Council or cause a nuisance or annoyance to others.

The Hirer is responsible for ensuring the numbers of persons does not exceed Library Meeting space capacity and any COVID restrictions which may apply.

The Hirer is responsible for the behaviour of the persons using the Library meeting space whatever their capacity. This includes ensuring that persons leaving the Library meeting space do so in an orderly manner without causing nuisance or annoyance to other community members.

The Hirer is required to ensure that any activity conducted in the Library meeting space does not pollute the environment or be contrary to legislative requirements in regard to the environment.

### **6.4 COVID restrictions**

The Hirer must adhere to the Library meeting space capacity limits required due to COVID restrictions.

The Hirer must adhere to COVID safe distancing regulations and use own stationery supplies for use by the group.

Tables, chairs and commonly touched areas must be wiped down by the Hirer before and after space usage using cleaning materials supplied by Gold Coast Libraries.

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## 6.5 Copyright

The Hirer must not infringe or breach or permit or suffer to be infringed or breached any copyright performing right or any other protected right in connection with any performance or use of the Library meeting space.

In the case of the showing of films, the Hirer must comply with the requirements under the Classification (publications, films and computer games) Act 1995.

Details available at: [http://www.austlii.edu.au/au/legis/cth/consol\\_act/cfacga1995489/](http://www.austlii.edu.au/au/legis/cth/consol_act/cfacga1995489/)

The Hirer by accepting and signing these General Conditions of Hire indemnifies the Council against any action taken against the Council as a result of any such breach.

## 6.6 Marketing and Promotional Material

The Hirer is to ensure that any marketing or promotional material that contains the name of the Venue and or Council's name are printed and distributed in a responsible manner and that any information contained in this material is consistent with these General Conditions of Hire. The Hirer is to seek special approval before using the Council/Library name and or logos in its promotional material.

## 6.7 Damage or Loss

The Hirer shall be held responsible for and be required to make good any loss or damage howsoever caused to the Venue and or Facility (as applicable to the Hire), the surrounding property, furniture, appliances or apparatus occurring during the period of Hire.

The Hirer shall be responsible for any cost of damage or loss for which it is legally liable, sustained by any person or persons using the Venue and or Facility (as applicable to the Hire) during the period of Hire, notwithstanding that it arose from or by reason of any defect in the furniture, fittings or other accessories of any kind whatsoever or otherwise.

Damage shall be deemed to include articles chipped or cracked.

A signed booking enquiry form (including a completed form which has been e-mailed) shall be deemed to indemnify the Council against all claims and demands made, or costs or expenses incurred in connection therewith.

The Council shall not be held responsible in any way for any damage to or loss of any property placed in the Venue by the Hirer nor for any loss occasioned by the Hirer through failure of the electricity or other plant by any unavoidable cause.

Except that this clause (6.7) does not apply to damage or loss caused by the negligence of the Council, it's employees, contractors or agents.

## 6.8 First Aid Services

First Aid services are available to visitors to Gold Coast Libraries. Please refer to Library staff for any assistance required. Any accidents, injuries and incidents must be reported to the Branch Librarian within 24 hours of the event occurring. Any accident, injury and incident that results in a person being taken to hospital must be reported immediately to Libraries/Council. The Hirer is required to ensure all spillages on floors are mopped and cleaned to prevent any slippages or potential incidents and to familiarise themselves in regard to any safety requirements or instructions and to ensure patrons using the meeting space adhere to safe practices and comply with specific safety requirements for the Venue. It is the responsibility of the Hirer to arrange Public Risk Insurance Cover Policy for the duration of the Hire. All persons attending the Venue for the event / activity are the responsibility of the Hirer.

## 6.9 Queensland Building Fire Safety Regulations 2008

All Hirers are to comply with the Queensland Building Fire Safety Regulation 2008.

A summary of key compliance requirements include:

- Evacuation routes are not to be obstructed, including the final exit to the Venue
- Any door along an evacuation route is not to be locked during use of the Venue



- The number of persons at the Venue and or Facility (as applicable to the Hire) are not to exceed the approved maximum number. The number of persons permitted is provided at the time of booking
- Where fire extinguishers and or fire hose reels are installed at the Venue, access must remain clear and free from any obstruction. Deliberate misuse of any fire service equipment will result in the forfeit of bond and may attract a penalty

Hirers/space users must follow the directions provided by Library staff in the event the venue is required to be evacuated.

## **7 Council's Indemnity**

The Hirer agrees that:

The use and occupation of the Venue and or Facility (as applicable to the Hire) is at the risk of the Hirer and the Hirer releases the Council, its officers, servants, agents and contractors from all actions, claims and demands of every kind resulting from:

- (i) any accident, loss damage or injury to any person or property occurring at the Venue whilst occupied or used by the Hirer or by any property servant or agent of the Hirer; except where the actions, claim or demand is a result of the negligence or omissions of the Council, its employees, contractors or agents;
- (ii) any loss or damage suffered by any person or persons arising out of the exercise by the Council and its Officer(s), servants or agents of any right or discretion pursuant to these General Conditions of Hire ; except where the actions, claim or demand is a result of the negligence or omissions of the Council, its employees, contractors or agents; and
- (iii) any accident, loss, damage or injury to any person or property arising out of the use of the equipment provided by the Council pursuant to these General Conditions of Hire, except where the action, claim or demand is a result of the negligence or omissions of the Council, its employees, contractors or agents.

The Hirer will indemnify the Council from and against all actions, claims and demands of every kind which the Council or its Officer(s), servants, agents and contractors shall or may be liable for in respect of or arising from any accident, loss, damage or injury to person or property by reason of anything done or omitted by the Hirer or their servant or agent for which the Hirer is legally liable.

Any rights and powers of the Council under any of the provisions of the Booking Enquiry Form shall not be deemed to impose upon the Council any responsibility for the selection of the work or works proposed to be performed or being performed on the Venue at any time.

## **8 Disputes**

In the event of any dispute or difference arising as to the interpretation of these General Conditions of Hire or as to any matter or thing therein contained or as to the meaning of any of the terms and conditions, the decision of the Manager of Gold Coast Libraries (or Delegate) acting reasonably thereof shall be final and conclusive. Any Hire of any kind shall be subject to the terms and conditions of the General Conditions of Hire which it shall be taken as read and understood by the Hirer upon signing in accordance with clause 1.

FOR MORE INFORMATION

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