

**JERILDERIE LIBRARY JOHN MONASH MEDIA ROOM
HIRING CONDITIONS**

1. The venue shall be left in a neat and tidy condition after use;
2. **Crockery and cutlery are available for use by hirer. Washing and drying of crockery and cutlery is the responsibility of the hirer. Additional charges may apply if this condition is not adhered to.**
3. For all **Public** Functions ALCOHOL MUST NOT be taken into any part of the building or upon the grounds unless the permission of the Licensing Court is obtained and the JERILDERIE POLICE are contacted.
4. Person booking the facility is responsible for payment of hire charges and compliance with these conditions;
PERSON OBTAINING KEYS FOR THE FACILITY ARE RESPONSIBLE FOR THE RETURN OF THE KEYS, AND IN THE EVENT OF NON-RETURN ARE TO PAY FOR THE COST OF CHANGING THE LOCKS AND KEYS;
PERSONS BOOKING THE FACILITY SHALL BE RESPONSIBLE FOR ALL REPAIRS AND DAMAGES.
5. Smoking is strictly prohibited inside the Building.
6. Under **NO** circumstances are any furnishings from the room (ie: chairs or tables) to be moved outside.
7. Any damages, theft or otherwise, of Council furniture and fittings **MUST** be reported to the General Manager as soon as possible. All damages and breakages occurring during the function must be paid for by the hirer.
8. Functions to conclude at 12.00 midnight.
9. Lights, air conditioning, etc. to be switched off after use;
10. Booking is not confirmed until payment and all paperwork has been provided to Council. Hire charges **MUST** be paid prior to occupation.
11. Bookings to be made on Council's Booking Form

Note: Where the scale of fees and charges does not provide for any specific use of the facilities or other rooms, the rental for such use shall be fixed by the General Manager.