

Alice Springs Public Library Multi-Purpose Room (MPR) Hire

The Multi - Purpose Room is a basic 6.5 X 5.5m meeting room, which can hold up to 15 people.

COSTS:

Category	Per Hour	Per half Day (4 hrs)	Per Full Day (8 hrs)
Community Group	Free	Free	Free
Non-Commercial	\$25.50	\$73.00	\$121.50
Commercial	\$49.00	\$182.50	\$303.50

CATEGORIES:

- Community Groups:** Informal groups meeting for social or informative purposes
Non-Commercial: More formalised groups or corporations meeting for non-profit sessions
Commercial: Businesses and/or sessions requiring participants to pay a cover charge or membership

FACILITIES:

- 4 large fold-up tables on castors
- 15 chairs
- WiFi is available during library opening hours – no password required
- Kitchenette including kettle, microwave, fridge, tea & coffee supplies, crockery & cutlery, dishwasher
- 1 wall-mounted smart television (HDMI cable available)
- 1 whiteboard with markers

ADDITIONAL CHARGES:

All hiring parties are responsible for condition of the Multi-Purpose Room and its equipment for the duration of the booking. If the room requires extra cleaning, equipment is lost or damaged or the security alarm is violated, the hiring party will be invoiced for the full replacement value/cost.

- Room requires extra cleaning *\$118.50*
- Lost or damaged equipment/property *Cost of replacement*

TERMS & CONDITIONS:

PAYMENT

Full payment must be paid prior to the booking's commencement.

- Cash and EFTPOS payments can be made at the library information desk
- Cheques payable to Alice Springs Public Library
- Invoices can be issued if requested in advance

CANCELLATION

Please contact the library on 08 8950 0555 or email library@astc.nt.gov.au as early as possible to cancel the booking.

LIABILITY

The Alice Springs Town Council reserves the right to refuse or cancel without liability, any functions deemed inappropriate by Management and will disrupt the productivity, security, reputation or smooth running of the Alice Springs Public Library.

SET-UP AND VACATING OF ROOM

Configuration of table and chairs, visual and audio are the responsibility of the booking party. Library staff can offer advice setting up technology if required – please make a time to test prior to your booking. Packing down the room includes cleaning the whiteboard, placing rubbish in the bins provided, wiping down tables & turning off lights.

CATERING

Catering is the responsibility of the booking party. Food must not be consumed in the main Library area. Please dispose of all rubbish in the bins provided and stack all dirty items in the dishwasher and switch on. Library staff will empty the clean dishes once the cycle is complete.

DAMAGES & LOSS

Hirers are financially liable for ALL damages sustained to the meeting room by the client and/or any patrons attending the function. This can include - however not limited to - extra cleaning charges, cost to repair damaged furniture, replacement of lost items etc.

RESPONSIBILITY

The Alice Springs Town Council will not be responsible for any damage or loss of belongings left in the meeting room.

Please contact the library on 8950 0555 or via library@astc.nt.gov.au for further information.

COVID-19

Information and guidance relating to COVID-19 can be found at; <https://coronavirus.nt.gov.au/>