

Terms and Conditions of Venue Hire

1. Hire of Venues and Equipment

- 1.1 Applications for venue and equipment hire need to be submitted by an authorised person aged 18 years or over.
- 1.2 Venue booking is not confirmed until written confirmation is received from the Venues Coordinator.
- 1.3 Set up and break down times are to be included in the hire period.

2. Hirer Responsibilities

- 2.1 The hirer or their authorised representative must remain in attendance during the hire period and is responsible for the security of the venue, safety of guests and supervision of all activities during the hire period.
- 2.2 The hirer or their authorised representative is responsible for ensuring the venue is locked after the event and before their departure from the venue.
- 2.3 Access outside of building regular opening hours can be arranged with approval from the Venues Coordinator.
- 2.4 The hirer will ensure that noise levels are kept to a minimum at all times to avoid disturbance to other patrons of the State Library. The hirer will take all reasonable steps to prevent disorderly conduct in the building and grounds throughout the period of hire and when leaving the premises.
- 2.5 The hirer undertakes to use State Library venues and equipment for lawful purposes only and in a lawful manner.
- 2.6 Furniture is not to be removed from any venue or transferred between venues without the prior written approval from the Venues Coordinator.
- 2.7 Any hirer equipment used in the venue will be of a serviceable nature and not contravene any regulation which may affect its use or imperil the safety of the patrons or the fabric of the building. The Library reserves the right to prohibit use of equipment not considered suitable.
- 2.8 The advertised seating capacity of the venue will not be exceeded at any time. The hirer will ensure that egress paths and emergency exits are not blocked to ensure public safety.
- 2.9 Prior written approval needs to be obtained when intending to affix items to the walls and/or ceiling. Any damage caused by the affixation of any signs or other decorations will be repaired and the hirer charged in accordance with Clause 8.1.
- 2.10 Hirer is responsible for leaving the venue tidy and removing all equipment/materials from the chairs, tables, walls, cabinets and other surfaces. Failure to do so may result in additional cleaning charges applied to the booking.
- 2.11 No food or drink is allowed in the State Library Theatre. Failure to comply will result in termination of current and future bookings.

- 2.12 In case of emergency, the hirer is responsible for following the emergency and evacuation procedures which are provided at the time of the booking confirmation. The building emergency evacuation procedures are also affixed to walls in each of the venues.
- 2.13 The hirer 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 persons under their control.
- 2.14 If intending to serve alcohol, the hirer is responsible for obtaining a relevant licence from the Department of Racing, Gaming and Liquor. The State Library reserves the right to require additional security for events where alcohol is served.
- 2.15 Hirer will inform the Venues Coordinator of Regal, Vice Regal visitors, Heads of State or persons representing them.

3. Payment

- 3.1 Full payment for confirmed venue and equipment hire has to be received before the event can proceed.
- 3.2 In the event of extension to function duration or other associated charges, the hirer will pay the balance following the function.
- 3.3 Hire rates are GST inclusive.
- 3.4 Prices may be subject to change without notice.
- 3.5 The hirer will be responsible for additional costs that may be incurred as a consequence of the hirer's use of the venue (also refer to Clause 8.1). Additional costs may include but are not limited to:
 - Cleaning costs where the venue requires additional or special cleaning after the event
 - Unauthorised use of/damage to fire equipment or costs associated with a callout of the fire brigade
 - Loss of or damage to the venue, equipment or any other part of the premises
 - Security personnel required ensuring the safety of guests and security of the venue

4. Cancellation by Hirer

- 4.1 Cancellation of a confirmed booking is to be submitted in writing to the Venues Coordinator and receipt will be acknowledged in writing.

5. Cancellation by State Library

- 5.1 The State Library may without liability for loss or damage to the hirer cancel/prohibit/relocate an event being held.
- 5.2 The State Library may cancel the booking or offer alternative dates or venue if in the Library's reasonable opinion the facilities are unfit for use during the hiring period, or in case of emergency.

6. Security

- 6.1 The State Library reserves the right to require baggage checks for any bags, boxes or other storage devices that may be brought into the building.
- 6.2 Where the booking is for a venue within the main State Library area or venue adjacent to staff areas, all attendees will be issued with a security pass that must be worn at all times.
- 6.3 In order to ensure the security of the facility and the safety of clients it may be necessary for the hirer to engage guides.

- 6.4 The State Library reserves the right to have a representative present during the period of hire.
- 6.5 Hire outside of State Library business hours will incur security fee.

7. Special Conditions

- 7.1 The State Library is a smoke free building and as such smoking is strictly prohibited inside the building or within the specified perimeter outside the building.
- 7.2 Due to the nature of the building and collections all smoke machines, helium filled balloons, pyrotechnics, candles, any burners or flammable materials are not allowed in any part of the State Library building. Prior approval needs to be obtained from the Venues Coordinator if intending to deliver floral arrangements/plants.
- 7.3 The Library is cognisant of the requirements of the Disability Discrimination Act and endeavours to ensure access is available to all of its facilities. The design of the building and the operating hours make access to some venues less suitable for people with a disability. The Venues Coordinator will discuss options for access with the hirer and these will be agreed in writing prior to the booking being accepted.
- 7.4 No animals will be permitted in the State Library unless trained to assist people with disabilities or the State Library grants special approval.

8. Liability and Indemnity

- 8.1 The hirer is responsible for any loss or damage to State Library's property, furniture, floor coverings, equipment or fittings which occurs prior to, during or after the function. It is recommended that hirer obtains a suitable public liability insurance cover for the hire period and suitable time either side of the hire period. The State Library reserves the right to make insurance coverage a condition of use.
- 8.2 The State Library accepts no responsibility or liability for loss or damage to any person, equipment or merchandise left on the premises prior to, during or after the function. The Hirer indemnifies the State Library and its employees against claim, action, loss or damage that may arise from the hirer's negligence prior to, during or after the function.
- 8.3 The State Library is not responsible for the content of events, and any opinions or ideas presented during the hire period do not reflect those of the State Library

Venue Hire Policy

1. Purpose

7.1 This document defines the hire and use of State Library venues and associated equipment.

2. Scope

2.1 This policy covers the terms and conditions offered for the hire of State Library venues and the granting of discounts for hire.

3. Context

3.1 The State Library provides a variety of venues for hire both during opening hours as well as after hours, seven days a week.

3.2 Supporting intellectual freedom, anyone may apply to hire a venue, however the Library may refuse or cancel a booking that might:

- place State Library staff and volunteers, or a member of the public at an unacceptable risk of harm;
- place the facilities or collections of the State Library at an unacceptable risk of harm;
- harm the reputation of the State Library (having regard to the fact that the hire of a venue does not imply or warrant any support or approval by the State Library of the views expressed at such meetings or events or those who participate in them); or
- constitute an unlawful gathering.

3.3 A hirer must comply with the terms and conditions of hire and failure to do so may result in cancellation of the hire.

3.4 A person who is dissatisfied by a hiring decision may request that the decision be reconsidered by the CEO and State Librarian whose decision on the matter is final.

3.5 The State Library may enter into partnership agreements that include provision for free or discounted use of Library venues. These agreements are approved by the relevant Director or the CEO and State Librarian.

3.6 Discounts may be approved for certain categories of clients.

4. Policy Statement

4.1 It is the policy of the Library Board of Western Australia that:

- any individual, group or organisation is eligible to hire and use the State Library venues.
- venues are hired on a commercial basis.
- any decision to hire a venue for a meeting or event does not imply or warrant any support or approval by the State Library of the views expressed at such meetings or events or those who participate in them.
- the State Library of Western Australia reserves the right to refuse bookings.

- discounts may be applied for eligible clients as follows:
- Organisations that are directly associated with the core business of the State Library may be granted free use of State Library venues.
- Organisations that have valid partnership agreements with or are potential partners of the State Library to deliver programs and/or events as per valid partnership agreements.
- Department of Local Government, Sports and Culture (DLGSC) and tenants will be granted reasonable free venue hire.
- All other Government Departments and Agencies will be granted a 10 per cent discount on the venue hire charge.
- Any not-for-profit organisation (charities, non-profits, NGOs, private voluntary and community organisations) may be granted, upon request, a discount of 10 per cent on the venue hire charge.
- Any decision to offer a discount will consider whether an entry charge for attendees is levied for the booked meeting or event.

4.2 A cancellation fee may be charged if any hirer fails to cancel a booking.

4.3 Non-payment of venue hire charges by any individual, group or organisation; breach of State Library policy; or unlawful or illegal activity will lead to subsequent exclusion from hiring State Library venues.

4.4 All venue hirers are encouraged to use environmentally friendly materials during their booking.

5. Responsibilities

5.1 Director Strategic and Corporate Services (content and implementation).

6. Approvals

6.1 Final approval to waive or discount any venue hire fees request rests with the Directors or the CEO and State Librarian.

7. References

7.1 Terms and Conditions of Venue Hire

7.2 Intellectual Freedom Policy

Revised and authorised 2/11/2023

CERTIFICATE OF CURRENCY



This Certificate is issued for information purposes only and does not confer any rights upon the Certificate holder and does not amend, extend or alter the coverage provided by the Cover detailed below.

Public Authority: State Library of Western Australia

Cover Number: R/206777

Cover: General Liability (including Products Liability).

Situation of Risk: Worldwide

Covering: The legal liability of the Public Authority in respect of claims for compensation resulting from an occurrence.

Limit of Liability: \$800 million any one occurrence.

Excess: Nil

Expiry Date: 30 June 2026

Conditions: Subject to the RiskCover Certificate of Cover, Cover Document and Fund Guidelines.

This Cover has been effected with RiskCover (managed by the Insurance Commission of Western Australia).

Date Issued: 3 July 2025



**Insurance Commission
of Western Australia**

Entry and exit outside of opening hours

Opening hours and entry location

The State Library of Western Australia opens to the public at 9:00am on weekdays and 10:00am on weekends.

Early access to the building is via a staff entry at Francis Street (North side of the State Library building). See image below.

The staff entry is located at the bottom of the stairs leading from Francis Street to the State Library building. It is a steel-lined door on your right-hand side as you face the building.

The security officer at the door is advised of all planned events and will grant access accordingly.

The State Library closes at 8:00pm Monday to Thursday and at 5:30pm on Fridays, Saturdays and Sundays.

Early entry to venues only permitted Monday to Friday.

Entry and exit procedures

All venues apart from the Theatre

All delegates attending events which are scheduled prior to State Library's opening hours are required to be escorted from the staff entry door to the venue by the hirer/facilitator. Individual access will not be permitted.

Delegates who arrive late for their event will be required to wait until the Library opens to the public (note: the staff entry door will close a few minutes prior to Library's opening time).

Delegates are not permitted to stay in the building after closing time.

Theatre

Access to the Theatre outside of State Library opening hours is permitted as requested by Hirer's. Please consult the Venues Coordinator to make suitable arrangements.

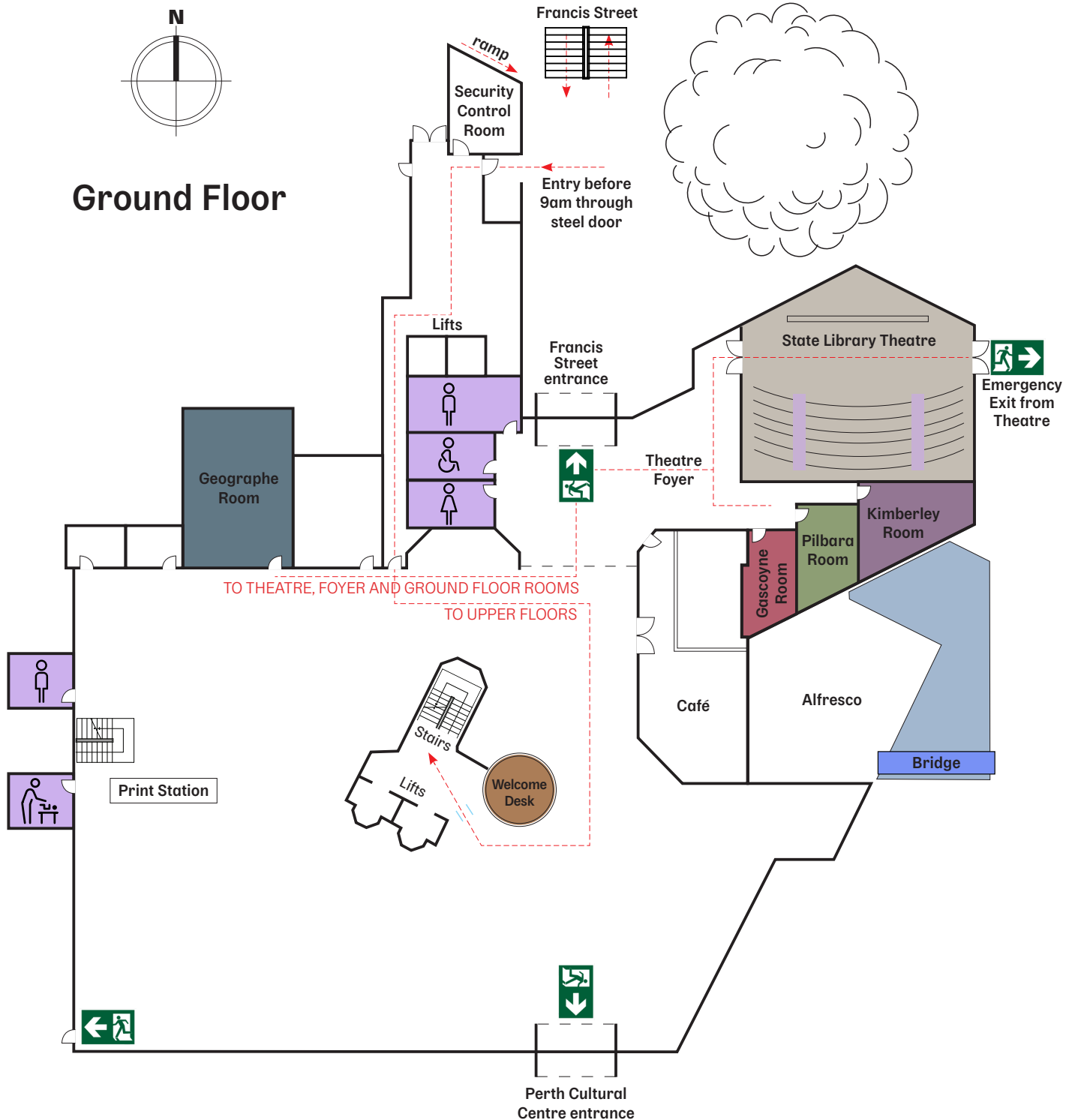




Ground Floor Venues - Floor Plan

Library Theatre, Geographe, Gascoyne,
Pilbara and Kimberley Rooms

Emergency Evacuation



Toilets Female and Male toilets have Disability Access and the location is marked on the floor plan.

Refreshments Tea, coffee and food services are available from the Café located on the ground floor tel **0406 042 220** or **9427 3102** 7:30am-2:00pm groundandco.com.au

In an emergency evacuation, a floor warden will direct you to the nearest exit as shown on the floor plan.

Information, Enquiries and Emergencies please contact:

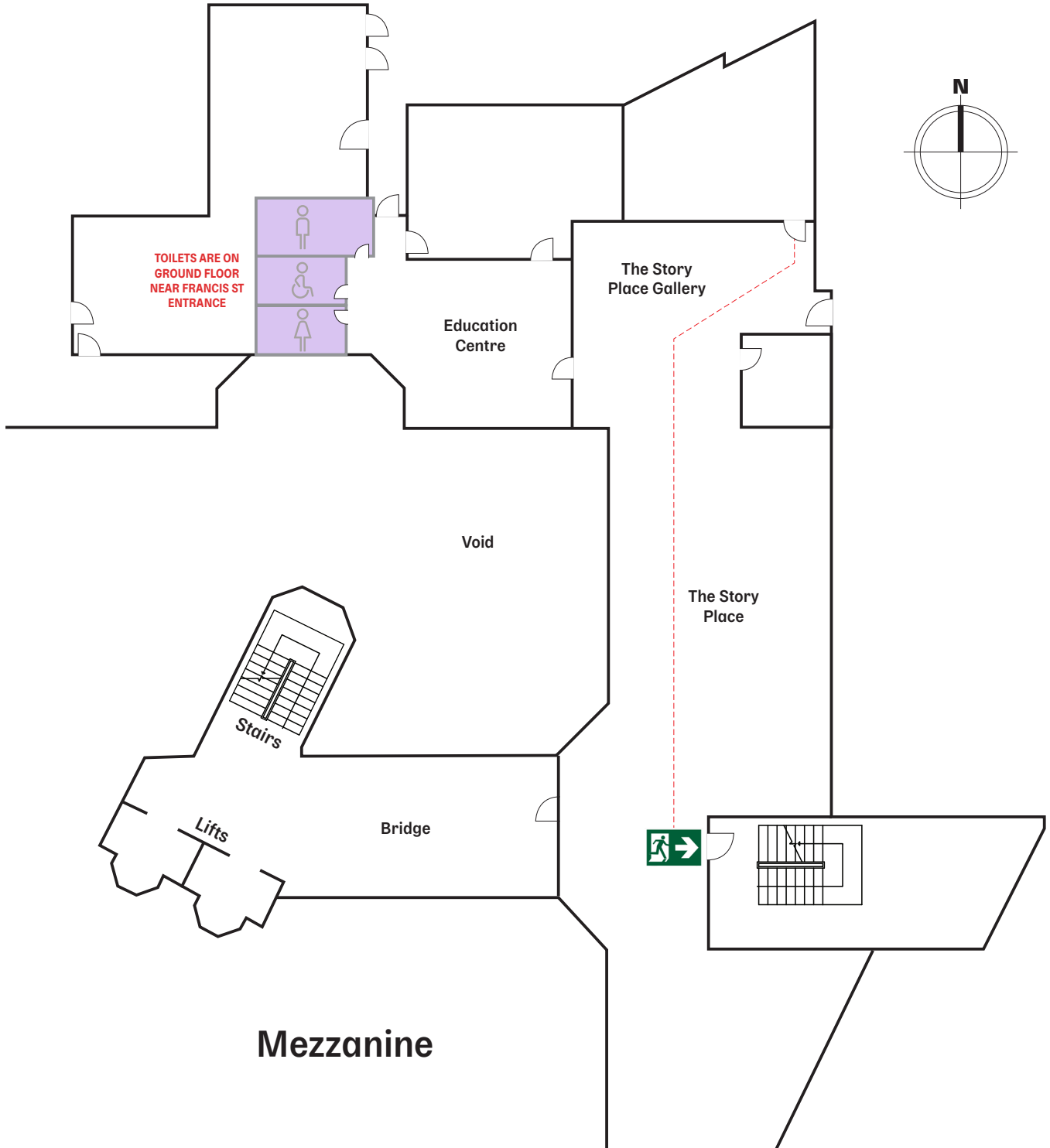
Security Officer tel **0418 921 958** or **9427 3109**
 Welcome Desk tel **9427 3104** (office hours)
 Venues Coordinator tel **9427 3466** (office hours)



Mezzanine - Floor Plan

Midwest Room

Emergency Evacuation



Toilets Female and Male toilets have Disability Access and the location is marked on the floor plan.

Refreshments Tea, coffee and food services are available from the Café located on the ground floor tel **0406 042 220** or **9427 3102** 7:30am-2:00pm groundandco.com.au

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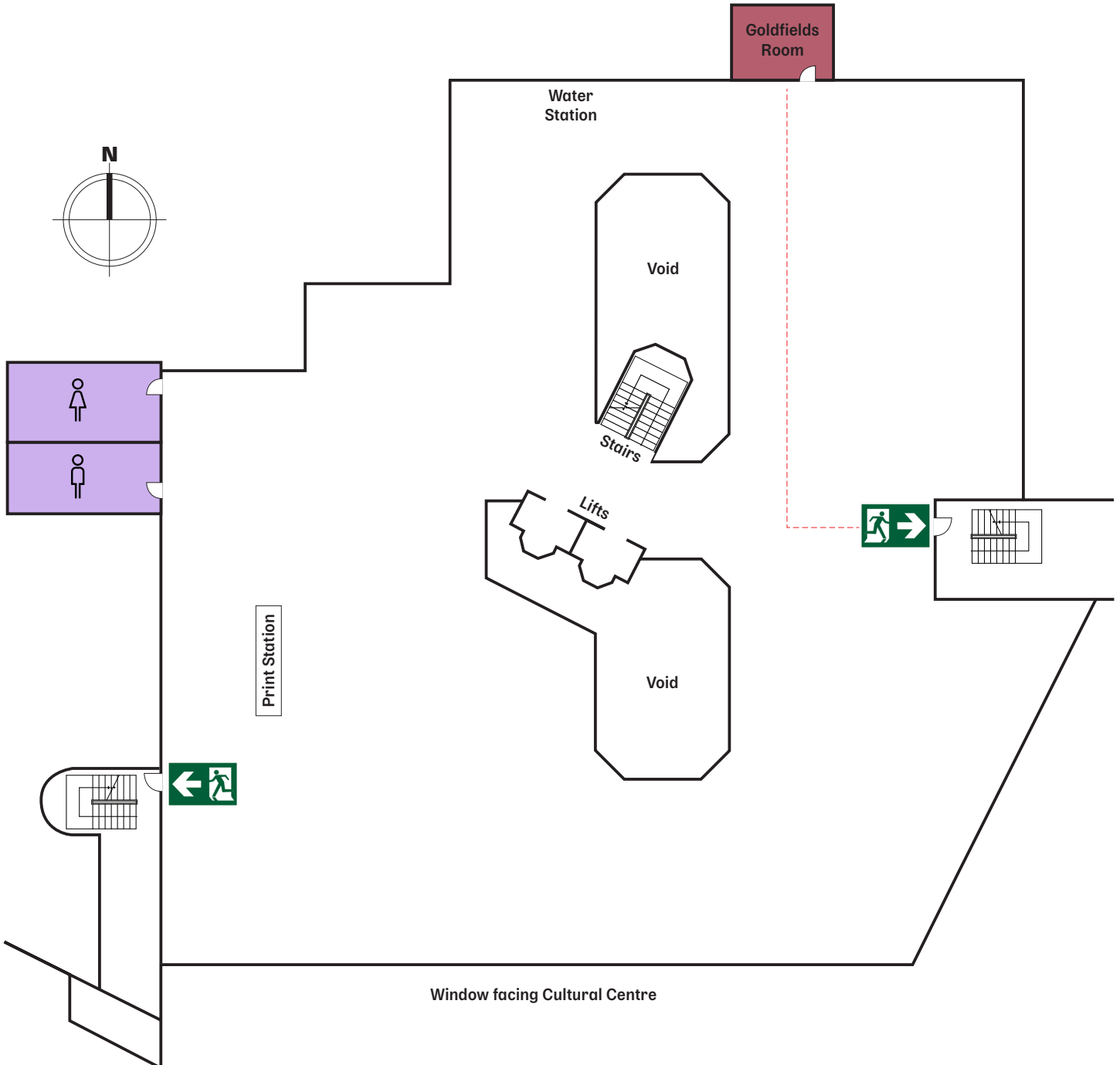


Level 1 - Floor Plan

Goldfields Room

Emergency Evacuation

Level 1



Toilets Female and Male toilets have Disability Access and the location is marked on the floor plan.

Refreshments Tea, coffee and food services are available from the Café located on the ground floor tel **0406 042 220** or **9427 3102** 7:30am-2:00pm groundandco.com.au

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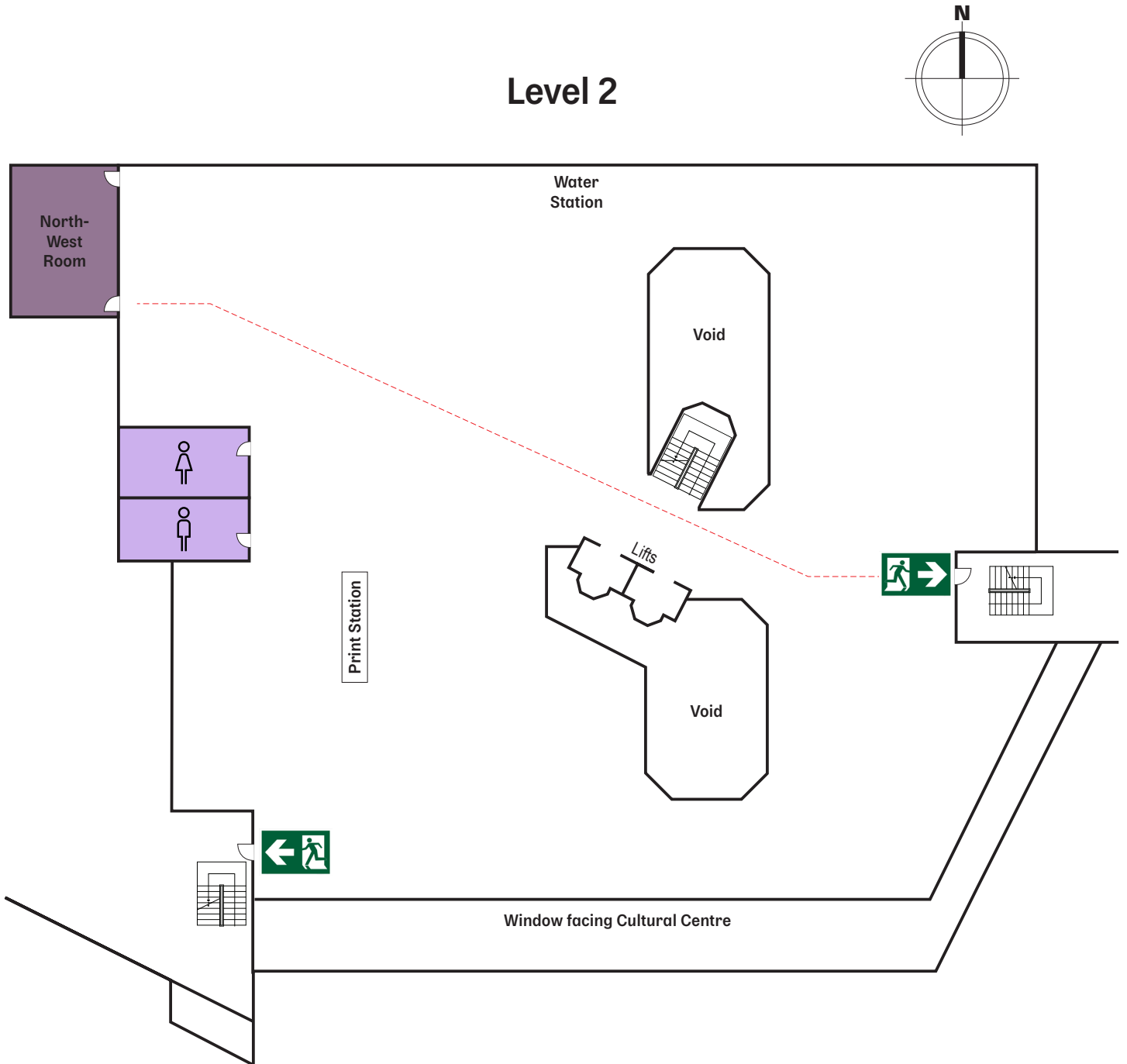
Venues Coordinator tel **9427 3466** (office hours)



Level 2 - Floor Plan

North-West Room

Emergency Evacuation



Toilets Female and Male toilets have Disability Access and the location is marked on the floor plan.

Refreshments Tea, coffee and food services are available from the Café located on the ground floor tel **0406 042 220** or **9427 3102** 7:30am-2:00pm groundandco.com.au

In an emergency evacuation, a floor warden will direct you to the nearest exit as shown on the floor plan.

Information, Enquiries and Emergencies please contact:

Security Officer tel **0418 921 958** or **9427 3109**

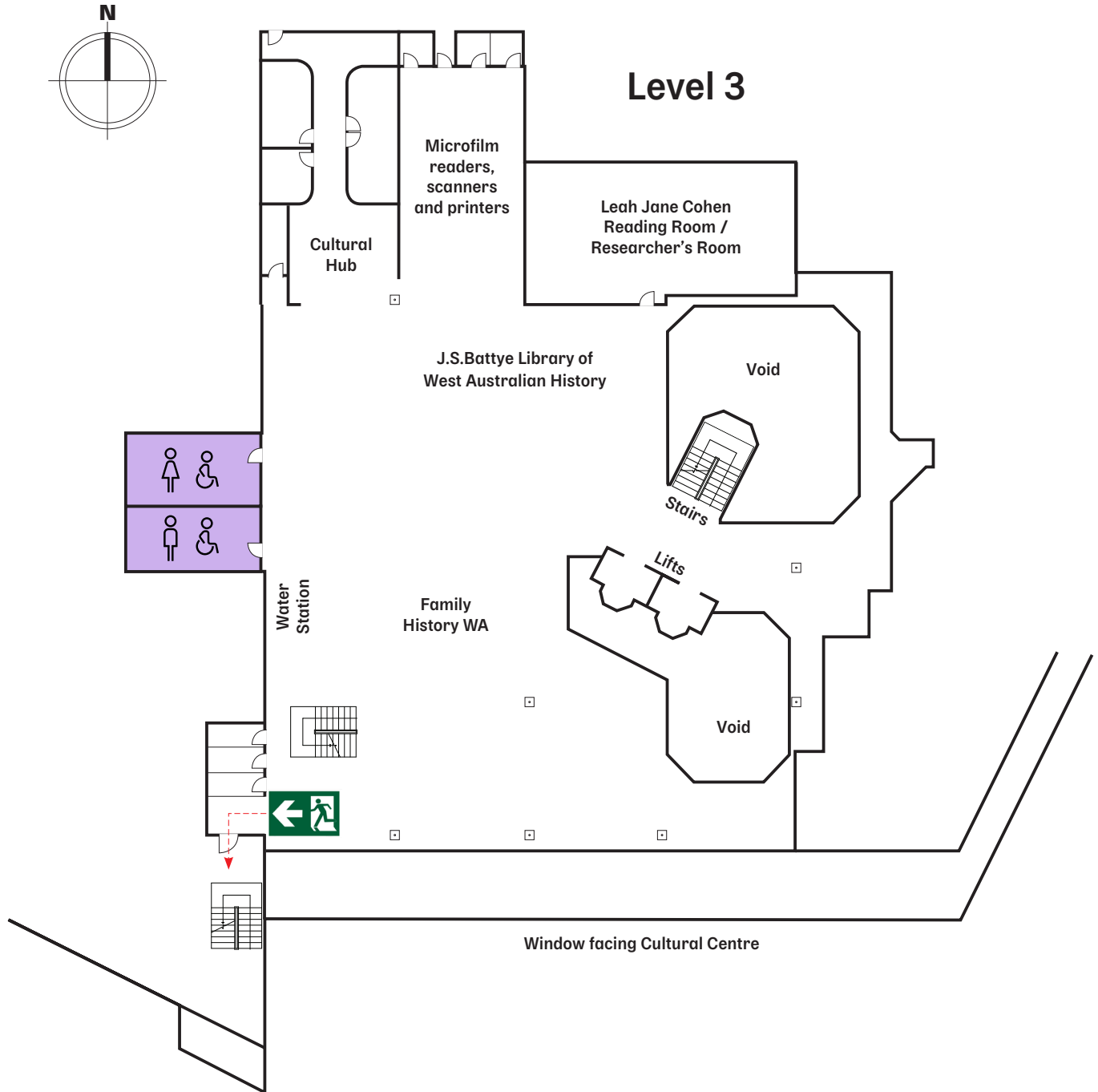
Welcome Desk tel **9427 3104** (office hours)

Venues Coordinator tel **9427 3466** (office hours)



Level 3 - Floor Plan

Emergency Evacuation



Toilets Female and Male toilets have Disability Access and the location is marked on the floor plan.

Refreshments Tea, coffee and food services are available from the Café located on the ground floor tel **0406 042 220** or **9427 3102** 7:30am-2:00pm groundandco.com.au

In an emergency evacuation, a floor warden will direct you to the nearest exit as shown on the floor plan.

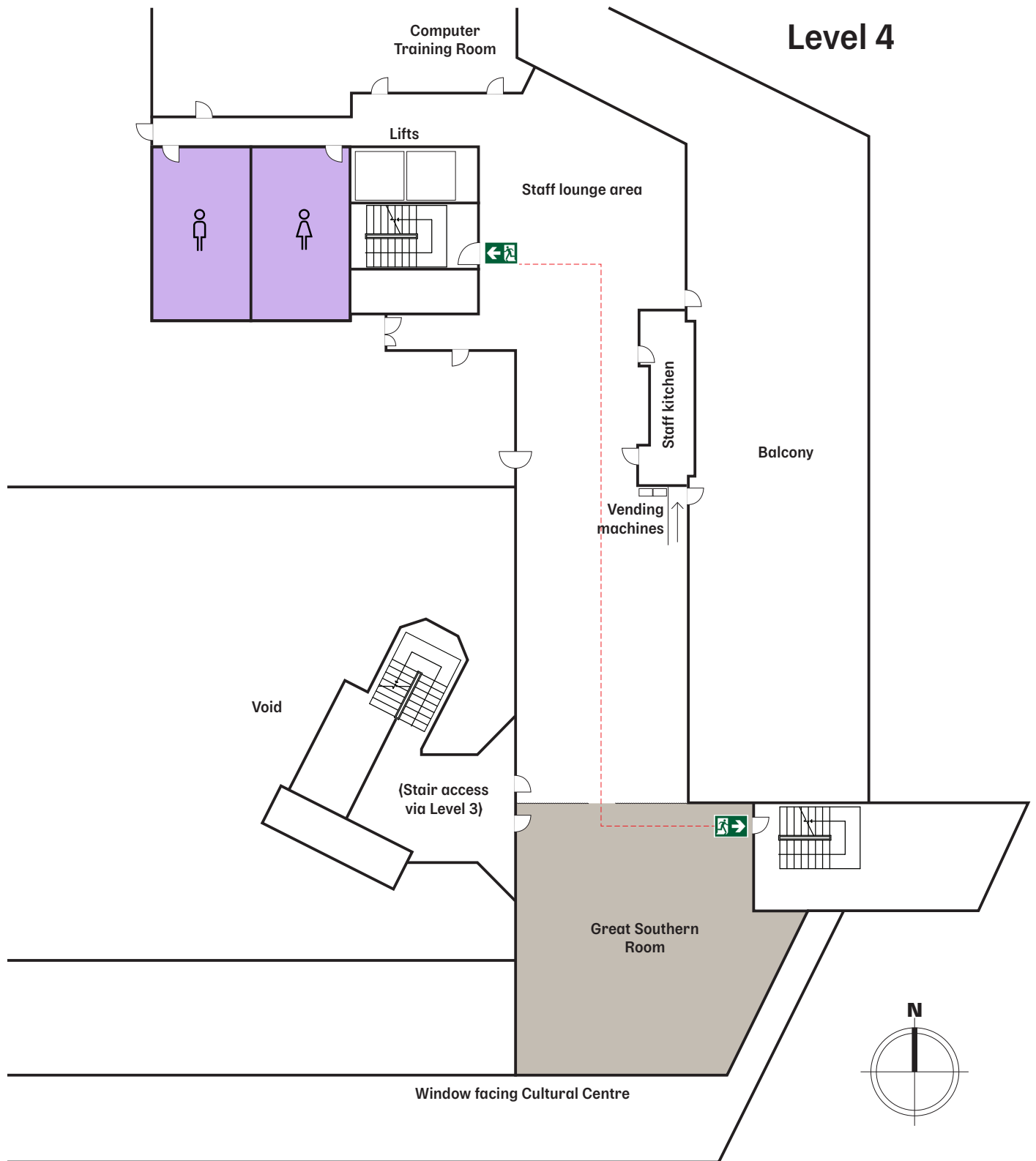
Information, Enquiries and Emergencies please contact:
Security Officer tel **0418 921 958** or **9427 3109**
Welcome Desk tel **9427 3104** (office hours)
Venues Coordinator tel **9427 3466** (office hours)



Level 4 - Floor Plan

Great Southern Room

Emergency Evacuation



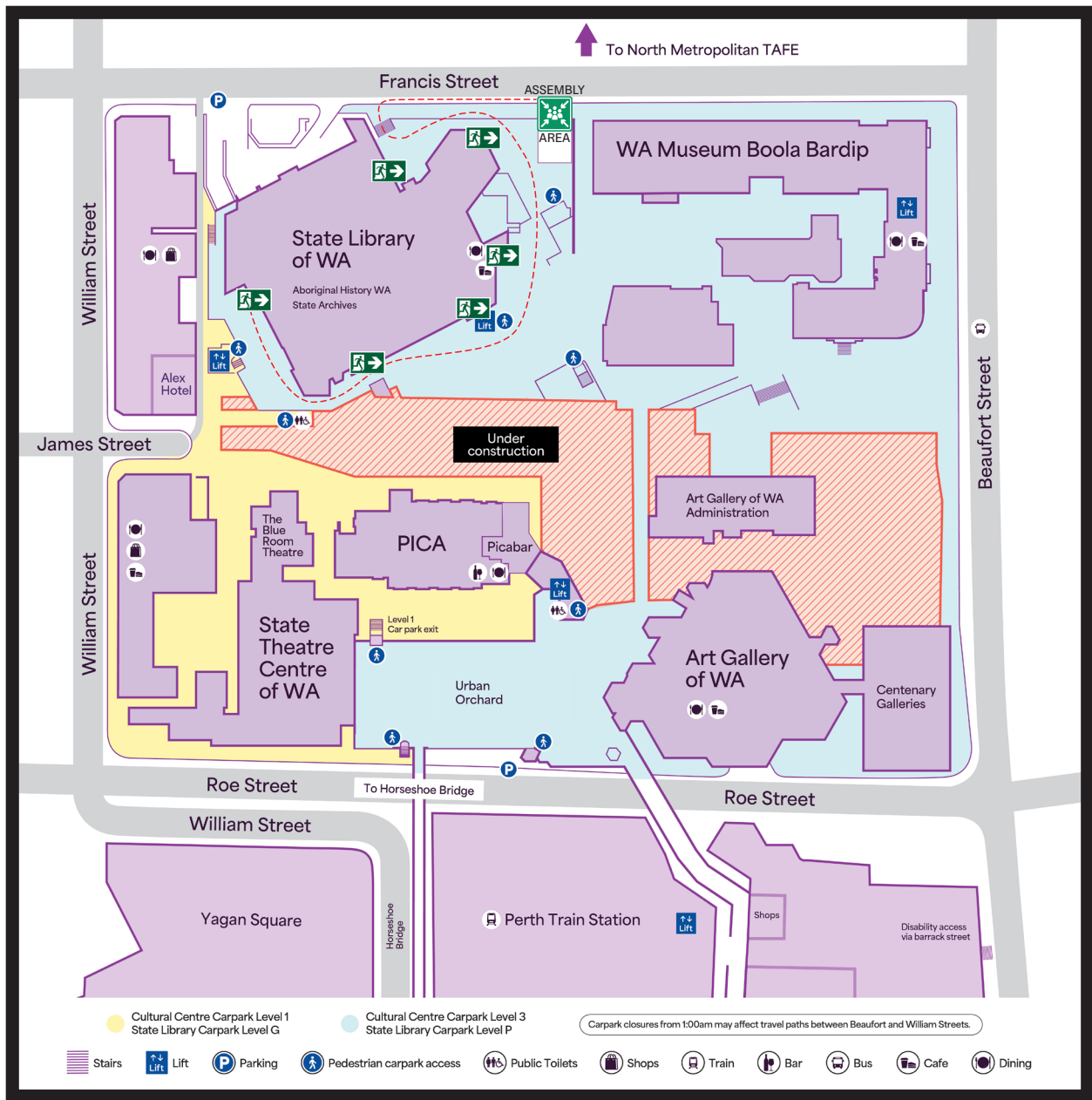
Toilets Female and Male toilets have Disability Access and the location is marked on the floor plan.

Refreshments Tea, coffee and food services are available from the Café located on the ground floor tel **0406 042 220** or **9427 3102** 7:30am-2:00pm groundandco.com.au

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Welcome Desk tel **9427 3104** (office hours)
Venues Coordinator tel **9427 3466** (office hours)

Perth Cultural Centre



State Library of Western Australia

Perth Cultural Centre, 25 Francis Street, Perth WA 6000

T +61 8 9427 3111 E info@slwa.wa.gov.au

Opening hours:

Monday–Thursday 9:00am–8:00pm

Friday 9:00am–5:30pm

Saturday–Sunday 10:00am–5:30pm

Open public holidays, except Good Friday, Christmas Day, Boxing Day and New Years Day

slwa.wa.gov.au

