## CREATIVE LIBRARY

# Terms & Conditions of Use

**Booking and Payment**

- All bookings require payment in advance of use;
- Cancellation of a room booking within 48 hours will incur a fee of $30 per booking.
- Council reserves the right to cancel bookings where circumstances warrant. These may include but are not limited to emergency situations, major renovation or adverse environmental/weather conditions. Council will attempt to provide alternate facilities, if the alternate offerings are not suitable, the booking fee will be refunded.

**Care of Premises**

- Customers have responsibility for keeping the space clean and wiping down any materials used which includes the easels, tables and sink area
- Rubbish should be placed in the bins provided or removed from the premises by the hiring party, and
- The hirer is responsible for the full replacement cost of any damage or breakages to the building, its fittings, contents and grounds that take place within their hire period. Any damage must be immediately reported to the Booking Officer.

**Art Supplies**

- Only water-soluble paints can be used and be washed down the sink.
- No aerosols, oil or turpentine-based materials are to be used in the space.
- Art easels are provided for use and these remain the property of Northern Beaches Council.

**Alcohol and Smoking**

- Consumption of alcohol, smoking and vaping is not permitted in the Creative Library.

**Noise**

- Hirers have responsibility to keep noise at a level which does not cause annoyance to others using the library space.

**Duty of Care**

- Hirers have responsibility for the care and behaviour of participants at their event and nobody should be put at risk.

**Public Liability Insurance**

- Those hiring a room for commercial or profit-making purposes will need to have appropriate public liability coverage for the event they are conducting.

- Those hiring a room for not for profit use may be asked to have appropriate public liability coverage if the event they are conducting is considered to be a high risk activity.

**Use of the Space**

- The Creative Library is a free space during library opening hours for all and can only be used exclusively when hired.

All library rules and regulations apply in the Creative Library including:

- Users of the space have the responsibility to keep noise at an appropriate level which does not cause annoyance to others using the Manly Library.
- The hirer must respect other users of the premises at all times.
- It is the responsibility of the hirer to ensure the health and safety of any and all persons in attendance.
- The Creative Library must be kept in a clean and tidy state at all times and hirers must comply with Council's Work Health & Safety regulations and for reporting any work, health and safety hazards.
- Council does not accept responsibility for the loss or damage of hirer's property. Any equipment, property or art work left in the Creative Library, is left at the hirer's own risk.
- Council staff can enter the Creative Library if required for general maintenance and inspections at any time without notice.