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Whitehorse Manningham Libraries

Meeting Rooms

Condition of Hire 2026/27

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1. Meeting Rooms for Hire

Whitehorse Manningham Libraries has meeting rooms available for hire for community and commercial use. Meeting rooms are available at Box Hill and Vermont South Libraries.

Wi-Fi is available in all rooms (library membership required). Hirers must bring their own laptop to use the audio visual system in meeting rooms.

Box Hill Library, 1040 Whitehorse Road, Box Hill 3128	
<p>Bert Lewis Room</p> <ul style="list-style-type: none"> • Seats up to 60 people. 90 sq.m (approx.) • 60 individual chairs and 13 large tables • Wheelchair accessible • Data projector and speakers • Automated drop-down screen • Whiteboard • Access to kitchen complete with fridge, microwave, crockery and cutlery • After-hours access 	<p>Meeting Room 2</p> <ul style="list-style-type: none"> • Seats up to 20 people. 32 sq.m (approx.) • 20 individual chairs and 8 tables • Wheelchair accessible • Data projector and speakers • Whiteboard • Access to kitchen complete with fridge, microwave, crockery and cutlery • After-hours access
<p>Meeting Room 3</p> <ul style="list-style-type: none"> • Seats up to 24 people. • 24 individual chairs and 8 tables • Pull down screen • Wheelchair accessible • Whiteboard • Situated on the library ground floor • Access to kitchen complete with fridge, microwave, crockery and cutlery • After-hours access 	<p>Training Room, Level 1</p> <ul style="list-style-type: none"> • 12 23inch touch screen personal computers • 1 presenter/trainer computer • Office 2019 with Windows 10 and Internet Access • Data projector and speakers • Whiteboard • Access to kitchen complete with fridge, microwave, crockery and cutlery
Vermont South Library, Pavey Place, Vermont South, 3133	
<p>Vermont South Meeting Room:</p> <ul style="list-style-type: none"> • Seats up to 20 people. 27.5 sq.m (approx.) • 20 individual chairs and 2 large tables • Wheelchair accessible • Whiteboard • Presentation Television Screen • Access to toilet facilities • Access to kitchen complete with fridge, urn, crockery and cutlery • After-hours access 	

2. Conditions of Hire

Hirers of Meeting Rooms are required to agree to the Whitehorse Manningham Libraries Meeting Rooms Conditions of Hire that includes the following conditions. The Hirer is responsible for compliance of all guests and users of the Meeting Room for their hire period with the Conditions of Hire.

2.1 Booking a Meeting Room

- 2.1.1 The Hirer must ensure that the Conditions of Hire have been read before making a booking request.
- 2.2.2 The Hirer must be at least 18 years of age.
- 2.2.3 Whitehorse Manningham Libraries is under no obligation to accept an application for hire of any of its Meeting Rooms.
- 2.2.4 Whitehorse Manningham Libraries shall have sole discretion as to whether a Meeting Room is available for hire at any given time.
- 2.2.5 Hirers must register as members of the Whitehorse Manningham Libraries and hold a valid library membership card.
- 2.2.6 The minimum booking requirement for any meeting room hire is two (2) hours.
- 2.2.7 Time for set up and clean up should be included within the time booked, early access to the room is not permitted.
- 2.2.8 Hirers are required to hold current Public Liability Insurance and must provide a copy of the Certificate of Currency on booking application.
- 2.2.9 Bookings should be made online at www.wml.vic.gov.au/Meeting_Rooms_For_Hire
- 2.2.10 Whitehorse Manningham Libraries does not accept booking applications for the full calendar year, please see the following application timeframes:
 - a) **1 January to 30 June:** Applications for bookings during this period are accepted from 1 November.
 - b) **1 July to 31 December:** Applications for bookings during this period are accepted from 1 May.
 - c) Applications outside the above timeframes will not be accepted.
- 2.2.11 Full payment is required for bookings on receipt of an invoice from Whitehorse Manningham Libraries.

- 2.2.12 Payment must be received by the due date noted on invoice. Failure to pay by the due date will result in the cancellation of the Meeting Room booking.
- 2.2.13 A Meeting Room booking is only confirmed when payment is received by Whitehorse Manningham Libraries.

2.2 Changes or Cancellation of Bookings

- 2.2.1 An administration fee may apply for changes and cancellations to Meeting Room bookings. Refer to Section 4: Schedule of Fees.
- 2.2.2 Cancellations may be made directly through the webpage under *Manage Existing Bookings*.
- 2.2.3 To be eligible for a refund, Hirers must notify Whitehorse Manningham Libraries of any cancellation no less than 14 days prior to the booking start date. Whitehorse Manningham Libraries will refund any monies paid, less the administration fee.
- 2.2.4 Where a Hirer cancels a booking less than 14 days prior to the booking start date, any monies paid shall be forfeited.
- 2.2.5 Whitehorse Manningham Libraries may cancel a booking if a Meeting Room cannot be made available to the Hirer on the date booked by reason of fire, flood, damage or other emergency. Whitehorse Manningham Libraries will attempt to provide an alternative room (if available) or refund any monies in full. Whitehorse Manningham Libraries is otherwise not responsible to the Hirer for any claim arising from the cancellation of the booking beyond its control.
- 2.2.6 Other changes to bookings may only be requested by contacting the Administration Office, 8.30am - 4.30pm Monday to Friday on telephone 9896 4333 or by email meetingrooms@wml.vic.gov.au.

2.3 Payment for Damages or Other Expenses

- 2.3.1 The Hirer will be liable for the full cost of reparation or replacement works for any damage caused to any Whitehorse Manningham Libraries property or buildings during the period of hire.
- 2.3.2 If the Hirer or guest of the Hirer is responsible for causing false alarm that results in the attendance of the fire brigade, the Hirer must pay Whitehorse Manningham Libraries any costs associated with a call out charge levied by the fire brigade to Whitehorse Manningham Libraries. In the event, the Hirer is encouraged to report the person responsible for the false alarm to the attending fire bridge officers.

2.4 Insurance and Indemnity

- 2.4.1 Hirers must have Public Liability Insurance to the value of a minimum of \$5,000,000 current at the time of the hire of the Meeting Room, a copy of the Certificate of Currency must be provided at the time of booking.
- 2.4.2 Hirers are responsible for worker's compensation or similar insurance over their employees or voluntary workers, and for all insurance coverage on goods and services they cause to be brought into the library building. No responsibility will be borne by Whitehorse Manningham Libraries for any goods and services owned or brought in by the Hirer or their workers and guests.
- 2.4.3 The Hirer indemnifies Whitehorse Manningham Libraries from and against the loss of or damage to the building, any property owned or possessed by Whitehorse Manningham Libraries and situated therein, and any person on the premises, from whatever cause may arise during the period of room hire.

2.5 Access and Security

- 2.5.1 The Hirer will be issued with a key and access code for Meeting Room use outside normal library hours.
- 2.5.2 The Hirer must collect the key during normal library opening hours at the time arranged during the booking process. Opening and Closing instructions will be provided at this prearranged time.
- 2.5.3 The key will be issued to the Hirer's Whitehorse Manningham Libraries membership card. The key will be removed from the membership account on return of the key. The Hirer will be charged if they fail to return or lose a key.
- 2.2.4 The Hirer is responsible for securing the library entrance and disarming/arming the security system when Meeting Room use occurs outside of normal library opening hours.
- 2.2.5 Any cost incurred by the Whitehorse Manningham Libraries resulting from failure of the Hirer to properly secure the building or disarm/arm the security system shall be recoverable from the Hirer.

2.6 Patron Safety and Incident Reporting

- 2.6.1 The Hirer is responsible for reporting any near misses or incident (for example: injury, theft, venue damage, emergency services in attendance), to Whitehorse Manningham Libraries as soon as it is reasonable to do so.
- 2.6.2 Whitehorse Manningham Libraries may require the Hirer to complete an Incident Report Form.

- 2.6.3 The Hirer must ensure they comply with any obligations they may have as stated in the Working with Children Act 2005, Working with Children Regulations 2016 and the Victorian Child Safe Standards.
- 2.6.4 The Hirer must ensure that necessary steps are taken so that any individuals engaging in 'child-related work' have an appropriate, valid and documented Working With Children (WWC) Check. At all times throughout the duration of a booking, duty of care and supervision of children are the responsibility of the Hirer.
- 2.6.5 The Hirer must take reasonable steps to ensure adequate measures are put into place to promote patron safety. This includes but is not limited to the provision of a first aid kit and ensuring safe manual handling processes are followed when moving equipment.
- 2.6.6 Any electrical equipment brought into the Meeting Room by the Hirer must be in safe working order.
- 2.6.7 The Hirer must ensure that capacity does not exceed the number of attendees listed on the booking form.
- 2.6.8 The Hirer must comply with all relevant laws applicable to a public building for the prevention of over-crowding, obstruction of passages, corridors or any other part of a public building whilst hiring the Meeting Room.
- 2.6.9 The Hirer must make themselves familiar with the location of emergency exits. In the event of fire Meeting Rooms users at Box Hill Library must not use the lift.

2.7 Good Order

- 2.7.1 The Hirer must assist in organising the orderly and prompt departure of guests at the conclusion of the booking.
- 2.7.2 The Hirer is responsible for ensuring that the Meeting Room is returned to original condition and all personal items removed at the conclusion of the booking.
- 2.7.3 All dishes must be washed and put away and the kitchen left tidy. Any excessive rubbish that does not fit within provided bins must be taken and disposed of by the Hirer.
- 2.7.4 A charge will be incurred if the kitchen is not left in a clean and tidy state. Repeated noncompliance will result in cancellation of room bookings.
- 2.7.5 Furniture, equipment and resources within the Meeting Room must not be

removed from the room. The Hirer must reinstate furniture to the standard layout displayed in the Meeting Room.

- 2.7.6 The floors, walls, blinds or any other part of the building or any fittings or furniture shall not be broken, pierced by nails or screws or in any other way damaged.
- 2.7.7 Groups and individual users of the Meeting Rooms are not permitted to store equipment or materials at Whitehorse Manningham Libraries.
- 2.7.8 Whitehorse Manningham Libraries does not take any responsibility for equipment or property owned by the Hirer or its guests that is left in the meeting room.

2.8 Photography

- 2.8.1 Photography for personal reasons as part of your Meeting Room hire is allowable, however must be conducted with respect to patron safety and child safe standards in mind.
- 2.8.2 A formal application for permission is required should a Hirer intend to conduct commercial filming in the Meeting Room or library building.

2.9 General Conditions of Hire

- 2.9.1 Hire of a Meeting Room in any particular year does not imply the right to further use in subsequent years.
- 2.9.2 Set up of the room and operation of audio-visual equipment is the responsibility of the Hirer.
- 2.9.3 The Hirer must only use the facility between the hours specified at the time of booking or otherwise with permission of Whitehorse Manningham Libraries.
- 2.9.4 No period of hire shall be transferred or assigned by the Hirer to any other individual or organisation.
- 2.9.5 Whitehorse Manningham Libraries does not accept bookings for birthday parties.
- 2.9.6 Smoking or vaping is not permitted within the library building or within 5 metres of an entrance or air intake to a library building.
- 2.9.7 Whitehorse Manningham Libraries does not have an on-premises licence for liquor at its libraries and hireable Meeting Rooms. The supply and consumption of alcohol on the premises is not permitted.

- 2.9.8 Gambling must not take part in the Meeting Rooms or any part of the library building.
- 2.9.9 No game of chance, at which either directly or indirectly money is passed as a prize, shall take place in any part of the premises unless an appropriate licence by a government authority has been obtained and sighted by Whitehorse Manningham Libraries.
- 2.9.10 Hirers and guests must adhere to all local parking restrictions. Whitehorse Manningham Libraries is unable to provide permits for any parking adjacent to library buildings.

3. Disputes

If any dispute or differences arise from the interpretation of these conditions the decision of Whitehorse Manningham Libraries shall be determinative and final.

4. Schedule of Fees

Schedule of Meeting Room hire fees and charges from 1 July 2026

Hourly Rates

Room	Capacity (Number of people)	Standard Hourly Rate \$	Community/NFP Hourly Rate \$
Box Hill			
Bert Lewis Room	60	\$60	\$35
Meeting Room 2	20	\$40	\$25
Meeting Room 3	24	\$40	\$25
Training Room	23	\$70	\$66
Vermont South			
Meeting Room	20	\$40	\$25

- The minimum booking requirement for any meeting room hire is two (2) hours.
- A 20% discount may be available when booking 6 or more dates, conditions apply.

Booking fee

A booking fee of \$5.00 will apply per room booking (\$3.00 per Community/Not For Profit booking).

Charges for Booking Cancellations and Changes

- An Administration fee of \$30.15 may apply for changes and cancellations to room bookings.
- For cancellations made no less than 14 days prior to the booking start date, a refund will be made of any monies paid less the administration fee.
- For cancellations less than 14 days prior to the booking start date, any monies paid shall be forfeited. Administration fee is not applicable.
- An administration fee will be charged for changes requested by the Hirer to the Meeting Room booking dates and/or room booked.

Other Charges

Other fees may be charged at an hourly rate for cleaning, set up, technical support and security on a cost recovery basis.