

A photograph of a modern meeting room. In the center is a long, rectangular wooden table surrounded by black ergonomic office chairs. On the right wall, which is covered in light-colored wood paneling, is a large white rectangular whiteboard. To the left, a large window looks out onto a green landscape with trees. The ceiling features a series of parallel wooden slats. A dark blue banner with white text is overlaid on the top left of the image.

CITY OF BELMONT Ruth Faulkner Library Meeting Rooms Hire Guide

Acknowledgement of Country

The City of Belmont acknowledges the Noongar Whadjuk people as the Traditional Owners of this land and we pay our respects to Elders past, present and emerging. We further acknowledge their cultural heritage, beliefs, connection and relationship with this land which continues today.

We acknowledge all Aboriginal and Torres Strait Islander peoples living within the City of Belmont.

Alternative Formats

This document is available on the City of Belmont website and can be requested in alternative formats including electronic format by email and in standard print.





About Belmont Hub

Belmont Hub is a modern multi-purpose, cross-generational community building with flexible and adaptable spaces.

The building features numerous active and passive design elements to minimise environmental impacts while optimising occupant comfort and well-being.

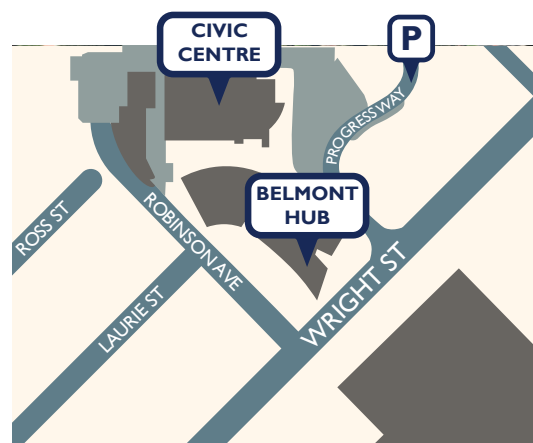
Ruth Faulkner Library Meeting Rooms

Within Belmont Hub, five community meeting rooms are available for hire.

Each meeting room features comfortable furnishings, Wi-Fi access and digital screen/s as standard.

Our bookable meeting room spaces can accommodate small groups or seat as many as 36 people and are suitable for both commercial and community use.

To book visit www.spacetoco.com/host/city-of-belmont-library



Contact Us

📍 [213 Wright Street, Cloverdale WA 6105](https://www.cityofbelmont.wa.gov.au/locations/belmont-hub)

✉️ libraryandmuseum@belmont.wa.gov.au

☎️ (08) 9477 7150

Public Transport

Several bus routes pass Belmont Hub at the Wright Street bus stop directly in front of the building. [Plan your journey with TransPerth.](#)

Alternatively, you can make use of the taxi rank across the road at Belmont Forum.

Parking details

Visitor parking is located in various areas within the Faulkner Civic Precinct. [View our parking map.](#)

Available Meeting Rooms

Up to three bookings can be made in advance for all meeting rooms.

Meeting Room 1

This 26-person conference room offers Wi-Fi, two digital screens and a projector. For a larger group, you can book Meeting Rooms 1 and 2 to increase the capacity of the space to hold 36 people.

| Room description | Casual Rate | Student/Concession |
|---------------------------|-------------|--------------------|
| Meeting Room 1 | \$23.50 | N/A |
| Meeting Room 1/2 combined | \$36.00 | N/A |

Meeting Room 2

This 10-person conference room offers Wi-Fi and HDMI connection to a digital screen.

| Room description | Casual Rate | Student/Concession |
|------------------|-------------|--------------------|
| Meeting Room 2 | \$15.50 | N/A |

Meeting Room 3

This 4-person meeting room offers Wi-Fi and HDMI connection to a digital screen.

| Room description | Casual Rate | Student/Concession |
|------------------|-------------|-------------------------|
| Meeting Room 3 | \$15.50 | First hour free, \$5.00 |

Meeting Room 4

This 3-person meeting room offers Wi-Fi and HDMI connection to a digital screen.

| Room description | Casual Rate | Student/Concession |
|------------------|-------------|-------------------------|
| Meeting Room 4 | \$15.50 | First hour free, \$5.00 |

Meeting Room 5

This 10-person meeting room offers Wi-Fi and HDMI connection to a digital screen.

| Room description | Casual Rate | Student/Concession |
|------------------|-------------|--------------------|
| Meeting Room 5 | \$15.50 | N/A |

Fees and Charges

Please note that as of Saturday 1st July 2023, a price increase will be applied to our spaces as outlined on [our website](#). Pricing for existing bookings will be honoured.

Fees, charges and capacity are subject to change. All prices include GST.

Payments are to be made online through our [SpacetoCo website](#).

Booking Types

Fees for the use of Ruth Faulkner Library Meeting Rooms are variable depending on who is using them.

Student/Concession card holders (S/C)

To be eligible for this discounted rate customers will require a current student or concession card.

- For individual study and small group meetings/projects
- First hour is free
- Not available for all meeting rooms

Casual Rates

This rate is applicable to all hirers who do not meet the criteria for the Student/Concession card holders rate.

Services and Facilities

The Library offers photocopying, scanning and printing facilities (including mobile printing).

A4 print and copy

| Type | Single Sided | Double Sided |
|-----------------|-----------------|-----------------|
| Black and White | \$0.20 per page | \$0.40 per page |
| Colour | \$1.00 per page | \$2.00 per page |

A3 print and copy

| Type | Single Sided | Double Sided |
|-----------------|-----------------|-----------------|
| Black and White | \$0.40 per page | \$0.80 per page |
| Colour | \$2.00 per page | \$4.00 per page |

Scanning

Free.

Wi-Fi

The Ruth Faulkner Library has free Wi-Fi available (Library Wi-Fi) throughout the building and surrounds. Select COB-PUBLIC from your device's Wi-Fi settings to connect.

Hearing augmentation apps

The Mobile Connect hearing augmentation app is available throughout the building.

Toilets

Public toilets are available on the ground floor and first floor of the Library. Parenting and adult changing facilities are available. Refer to Library and Museum staff for further information.



First Aid

First aid kits are located on each floor. Please inform library staff if first aid is required.

Connecting to a digital screen

Connections are available in all meeting rooms. In order to connect your device to a digital screen, you will need to provide an appropriate HDMI cable. Any technical queries should be directed to staff.

Catering

If catering has been organised the hirer will need to ensure availability to accept delivery upon its arrival.

All refreshments supplied by the hirer must be removed at the conclusion of the meeting.

Filtered water is available on the ground and first floor. Glasses, jugs, instant boiling water and a small refrigerator are available in Meeting Room 1 for your convenience.

Terms and Conditions

Booking Times

Meeting rooms are available for hire:

- Monday to Friday: 9:15am to 6:45pm
- Saturday: 10:15am to 2:45pm
- Sunday: 1:15pm to 3:45pm

Conditions of use

- The room must be vacated at the scheduled time.
- The room must be left in a clean and tidy condition.
- Equipment should be shut down at the conclusion of your booking.
- Meeting Room packs must be returned with the entirety of their contents at the conclusion of the meeting.
- The seating capacity of the room must not be exceeded at any time.
- The hirer must ensure that access paths and emergency exits remain clear at all times.

Failure to comply with these conditions may result in the termination of the booking, and denial of future booking requests.

Additional costs

If, in the City's judgement the space is left in a state that is unfit for use or damage is caused to the venue, property, equipment, fixtures or fittings a cost may be incurred for additional cleaning, repair or replacement.

Bookings

- A maximum of three bookings can be made in advance.
- All bookings are subject to review and approval. The Ruth Faulkner Library reserves the right to refuse, alter or cancel any bookings at any time.
- Start and finish times of bookings given by the user group or individual must allow for set up and pack up times. Bookings are taken and confirmed based on information given.
- Access to the room will not be provided until the booking is confirmed and any applicable payment has been processed.
- The hirer must remain in attendance during the hire period and is responsible for the security of the room, safety of guests and supervision of all activities during the hire period.
- Changes to bookings are permitted up to 24 hours in advance.

Lost Property

The Library accepts no responsibility for items left behind at the end of a hire period. Lost property found by the hirer must be reported to Library and Museum staff.

Smoking and fire

No smoking or vaping is permitted in Belmont Hub. No candle, oil lamp, essential oils or flame of any kind is to be used.



Emergency procedures and evacuation

An emergency evacuation plan is available to all parties hiring any of the City of Belmont facilities. Evacuation diagrams for the Belmont Hub are displayed prominently throughout the building. The hirer is responsible for familiarising themselves with emergency exits.

Upon activation of an alarm, a tone will sound throughout the building and Library and Museum staff will respond.

In the event of an emergency, the hirer is responsible for following the direction of library and museum staff and are to ensure that their that guests do not return to the building until the fire brigade has declared it safe to do so.

Hirers 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 their guests. Under no circumstance will the hirer interfere with firefighting or other emergency equipment unless in the case of fire. Access to fire and safety equipment, including emergency exits and pathways, must be maintained at all times.

Incident reporting

The hirer must immediately report to library and museum staff any incident including, but not limited to, near misses, allegations of theft or criminal activity, security breaches or threats, and injury or death.

Trading on local government property

Hirers cannot use the facility for the purposes of carrying on a business with the intention to sell goods or services.

Indemnity

Upon acceptance of the hiring, the hirer undertakes to hold the City of Belmont and the employees of the City of Belmont indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss, damage, death or injury caused by, during or arising out of the hiring of the venue, the property of the City of Belmont.

Code of Conduct

No person using the venue shall behave in a disorderly manner, be in an intoxicated condition, create or take part in any disturbance, or cause any nuisance or annoyance to other users of the facility.

All persons are expected to adhere to the [Ruth Faulkner Library Code of Conduct](#).





City of Belmont

215 Wright Street, Cloverdale WA 6105

Locked Bag 379, Cloverdale WA 6985

Open 8:30am - 4:45pm, Monday - Friday

☎ PH: (08) 9477 7222

☎ A/H: (08) 9477 7224

✉ belmont@belmont.wa.gov.au

🌐 belmont.wa.gov.au

📷 [BelmontCouncilWA](https://www.facebook.com/BelmontCouncilWA)

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