

# Multimedia Recording Studio Terms and Conditions of Use

## Booking times

The studio is available for hire when the library is open between the following times.

- Monday to Friday: 9:30am to 6:30pm
- Saturday: 10:30am to 2:30pm
- Sunday: 1:30pm to 3:30pm

## Pricing

All prices listed below include GST.

- Hourly rate (9:30am to 6:30pm): \$25.00
- Half day (4 hours between 9:30am to 6:30pm): \$90.00
- Full day (9 hours between 9:30am to 6:30pm): \$150.00

## Conditions of use

- The room must be vacated at the scheduled time.
- The room is to be left in a clean and tidy condition.
- Equipment should be shut down at the conclusion of your booking and left where originally located.
- The room capacity cannot be exceeded at any time.
- The hirer must ensure that access paths and emergency exits always remain clear
- No food or drink is to be brought into the recording studio.

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 the 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 by contacting our Customer Engagement Team: [libraryandmuseum@belmont.wa.gov.au](mailto:libraryandmuseum@belmont.wa.gov.au) (08) 9477 7150.

## Lost property

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

## Emergency procedures and evacuation

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

## 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 or 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.

## 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.

## Disclaimer

The City of Belmont takes no responsibility for any technical issues or data loss that may occur whilst accessing this facility and equipment. Users are responsible for abiding by all copyright, censorship and other relevant laws and legislation while creating/recording content.