

# Ruth Faulkner Library

## Hire Guide

Meeting Room 4



City of  
**Belmont**





## 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.





## **Welcome to Belmont Hub!**

Belmont Hub is a contemporary, multi-purpose, cross-generational community building designed to promote environmental sustainability and enhance occupant comfort. The facility offers flexible and adaptable spaces, including a library, digital hub, Seniors Hub, state-of-the-art museum, and dedicated areas for community service organisations.

Ruth Faulkner Library features five well-equipped meeting rooms available for hire, accommodating groups of up to 36 guests. The first floor also features semi-private booths suitable for casual meetings or study, plus a dedicated child-friendly space for parents and caregivers to work or study with little ones in tow.

## **Alternative formats**

This document can be requested in alternative formats including electronic format by email and in standard print.

# Our spaces

	Capacity	Rate per hour (min. 1 hour)	Discount available
<b>Meeting Room 1</b>	26	\$26.00	×
<b>Meeting Room 2</b>	10	\$17.00	×
<b>Meeting Rooms 1 &amp; 2 Combined</b>	36	\$39.50	×
<b>Meeting Room 3</b>	4	\$17.00	✓
<b>Meeting Room 4</b>	3	\$17.00	✓
<b>Meeting Room 5</b>	10	\$17.00	×
<b>Collaboration Booth Blue</b>	6	Free	
<b>Collaboration Booth Grey</b>	6	Free	
<b>Collaboration Booth Orange</b>	6	Free	
<b>Digi Hub with Bub</b>	6	Free	

## How to book

All bookings must be made via hosting platform **SpacetoCo**.

Visit [www.spacetoco.com/host/Ruth-Faulkner-Library](http://www.spacetoco.com/host/Ruth-Faulkner-Library)

## Booking times

Our Meeting Rooms are available for booking during the times listed below.

	From	To
<b>Weekdays</b>	9.15AM	6.45PM
<b>Saturday</b>	10.15AM	2.45PM
<b>Sunday</b>	1.15PM	3.45PM
<b>Public Holidays</b>	Closed	

Free spaces are bookable during opening hours.

## **Fees and charges**

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

All payments must be made via hosting platform SpacetoCo.

Transaction disputes are subject to investigation by SpacetoCo and the relevant financial institution. Fraudulent activity may result in removal of the payment method or closure of the SpacetoCo account.

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

## **Discount**

A discount is available for students and concession card holders, for bookings in Meeting Room 3 or Meeting Room 4 only.

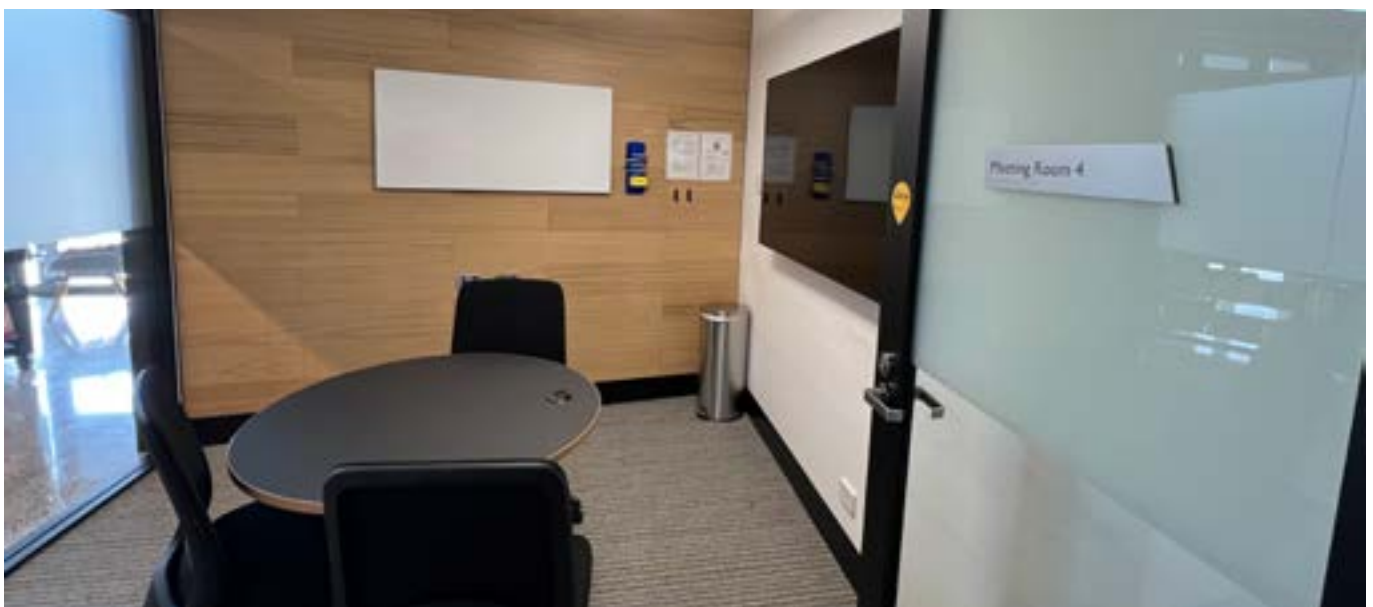
- The first two hours are free.
- Any additional time thereafter is charged at \$5.00 per hour.
- The discount is available for one booking, per user, per day.

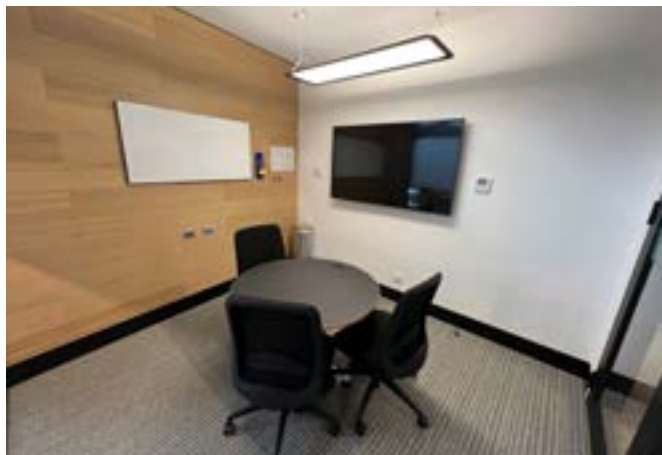
To be eligible for the discount, customers will need to present one of the following:

- Current student ID card, OR
- Current letter of enrolment, OR
- Certificate of Registration (home schooling), OR
- Australian Government issued concession card i.e. Health Care Card, Pension Concession Card, Commonwealth Seniors Health Card, or Veteran Card.

## **Cancellation policy**

- Cancel up to 24 hours before your booking start time to receive 100% refund.
- Cancel less than 24 hours before your booking start time to receive 50% refund.
- Cancellations made at or after the booking start time are not eligible for a refund.





## Space rules

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.

Failure to comply with the space rules may result in booking cancellation and denial of future booking requests.

### Before you book

- The hirer may make a maximum of three future bookings at a time, across all spaces collectively.
- Please allow for set up and pack up time when booking, as guests will not be admitted until the booking start time.
- Changes to bookings are permitted up to 24 hours in advance without penalty.

### During your booking

- Upon arrival, please see Library and Museum staff to collect your Meeting Room Pack.
- The hirer must ensure the room is received in a neat and clean condition and notify Library and Museum staff if any items are missing or damaged.
- The hirer is responsible for the room security. Swipe access cards must be stored inside the room when not in use.
- The room capacity must not be exceeded at any time.
- The furniture must not be rearranged.
- Trading on Local Government property: this facility cannot be used for the purpose of carrying on a business with the intention to sell goods or services.
- Activities involving chemicals, machinery or anything else that may cause damage are not permitted.
- Smoking, vaping, candles, essential oils or flames of any kind are not permitted.
- Food and drink are permitted, however all rubbish and catering must be disposed or removed at booking conclusion.
- The hirer is responsible for ensuring guests are aware of and comply with the space rules and housekeeping requirements, including parking regulations and emergency procedures.

## **After your booking**

- The space must be vacated at the booking end time.
- If the hirer stays past the booking end time, Library and Museum staff will request that the room is vacated or additional time booked, subject to availability.
- The Meeting Room Pack must be returned with the entirety of its contents to Library and Museum staff at the booking end time.

## **SpacetoCo Account**

SpacetoCo users must provide true and accurate personal information, and are not permitted to have more than one account. Failure to comply may lead to a temporary suspension or permanent ban of your account. Refer to SpacetoCo [Terms and Conditions of Service](#).

## **Emergency procedures**

Evacuation diagrams are displayed throughout the building. The hirer is responsible for familiarising themselves with the nearest emergency exits.

If the emergency alarm sounds, all meeting room occupants must proceed to the safest emergency exit and follow instructions of Library and Museum staff and emergency personnel.

The hirer is responsible for all costs incurred if the emergency alarm is activated by prohibited activities or equipment as outlined in the conditions of hire, or activated due to negligence or misdemeanour by the hirer or their attendees.

The full Belmont Hub Emergency Evacuation Plan & Procedures document is available on request.

## **Incident reporting**

The hirer must immediately report to Library and Museum staff any event including, but not limited to, a near miss event that could have resulted in personal injury, an accident resulting in property damage and/or personal injury, or a human behaviour incident.

## **Lost property**

The City of Belmont is not liable for any loss or damage to valuables or personal property, and accepts no responsibility for items left at the booking conclusion.

## **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**

Hirers and guests are expected to follow the Ruth Faulkner Library Code of Conduct and Conditions of Entry. Failure to comply may result in booking cancellation and expulsion or exclusion from the Library and Museum.



# Amenities

## Wi-Fi

All Meeting Rooms can access the free City of Belmont Wi-Fi. Select COB-PUBLIC from your device Wi-Fi settings to connect.

## Connectivity

All Meeting Rooms have HDMI and casting capabilities to connect your own devices to the digital screens. Instructions are posted in each room. Library and Museum staff can provide limited technical assistance on request.

## Accessibility

ACROD parking bays are located near the Library and Museum entrance.

There are accessible public toilet facilities located on the ground floor and first floor, and a [Changing Places](#) toilet located on the ground floor.

Hearing assistance is available throughout the building using the Sennheiser MobileConnect hearing augmentation app.

Please contact us to discuss further accessibility requirements.

## Digital Hub

Printing, photocopying, scanning and laminating services are available in the Digital Hub located on the first floor. Fees apply for some services.

## Catering

We do not provide a catering service and we are unable to assist with receiving catering deliveries. If the hirer has arranged a catering delivery, the hirer must be present to accept the delivery.

## First Aid

First Aid kits and defibrillators are located on each floor. Please see Library and Museum staff if First Aid is required.





# Parking and public transport

[Visitor parking](#) is located throughout the Faulkner Civic Precinct, and includes 30-minute, two-hour and four-hour bays. Please check signs for parking time limits as these are strictly enforced.

Free all-day parking is available on the corner of Wright Street and Belmont Avenue (450m, five-minute walk). Please contact Library and Museum staff if you require an all-day parking map.

Several bus routes stop directly in front of the Belmont Hub at the Wright Street bus stop. Plan your journey with [Transperth](#). There is a taxi rank just across the road at Belmont Forum.



## Contact us

📍 213 Wright Street CLOVERDALE WA 6105

✉ libraryandmuseum@belmont.wa.gov.au

☎ (08) 9477 7150



City of  
**Belmont**

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Locked Bag 379, Cloverdale WA 6985  
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☎ PH: (08) 9477 7222  
☎ A/H: (08) 9477 7224

✉ [belmont@belmont.wa.gov.au](mailto:belmont@belmont.wa.gov.au)

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