

# Ruth Faulkner Library

Hire Guide 2025 - 2026

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.

## **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 |
|------------------------------|----------|-----------------------------|--------------------|
| Meeting Room 1               | 26       | \$27.00                     | ×                  |
| Meeting Room 2               | 10       | \$17.80                     | ×                  |
| Meeting Rooms 1 & 2 Combined | 36       | \$41.00                     | ×                  |
| Meeting Room 3               | 4        | \$17.80                     | ✓                  |
| Meeting Room 4               | 3        | \$17.80                     | ✓                  |
| Meeting Room 5               | 10       | \$17.80                     | ×                  |
| Collaboration Booth Blue     | 6        | Free                        |                    |
| Collaboration Booth Grey     | 6        | Free                        |                    |
| Collaboration Booth Orange   | 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:

- The discount applies to Meeting Room 3 and Meeting Room 4 bookings 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 provide one of the following:

- Current student ID card expiry or graduation date, OR
- Current letter of enrolment expiry or graduation date, OR
- Certificate of Registration (home schooling) expiry or graduation date, OR
- Australian Government-issued concession card expiry date 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 ineligible 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

- Use of Local Government property for trading purposes is prohibited. This includes conducting business or commercial activities, such as the sale of goods or services, and hosting paid ticketed events.
- A maximum of three future bookings is permitted at any one time, across all spaces combined.
- Please allow for set up and pack up time when booking as attendees will not be admitted until the booking start time and must vacate at the booking end time.
- If the hirer is not attending the booking, they must nominate an attendee to act as the booking contact for the day. The nominee name and contact number must be provided at the time of booking.
- Even if the hirer is not in attendance, they are responsible for ensuring attendees comply with the space rules and housekeeping requirements, including parking regulations and emergency procedures.

### During your booking

- Please see Library and Museum staff to collect the Meeting Room Pack.
- Ensure the room is received in a neat and clean condition and notify Library and Museum staff if any items are missing or damaged.
- 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 and any kitchenware used must be placed in the dishwasher at booking conclusion.
- 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.
- Signage and displays are not permitted outside the meeting rooms.

## **After your booking**

- If the space is not vacated at the booking end time, Library and Museum staff reserve the right to request that the room is vacated, or extend the booking end time at the standard booking rate (subject to availability).
- All waste and catering must be disposed or removed. For equipped rooms,
- 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 multiple accounts. 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.

If the emergency alarm sounds, all attendees must follow warden and emergency personnel instructions.

The hirer is responsible for all costs incurred if the emergency alarm is activated by prohibited activities or equipment, 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 personal property, and accepts no responsibility for items left behind. For multi day bookings, all items must be removed at the end of each day, as storage is not provided and room security is not guaranteed. Items found will be treated as lost property.

## **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**

All attendees are expected to follow the Ruth Faulkner Library [Code of Conduct](#) and [Conditions of Entry](#). Failure to comply may result in booking cancellation and 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 personal devices to the digital screens. Instructions are posted in each room. Library and Museum staff may 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.

## 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](mailto:libraryandmuseum@belmont.wa.gov.au)

☎ (08) 9477 7150



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215 Wright Street, Cloverdale WA 6105  
Locked Bag 379, Cloverdale WA 6985  
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☎ PH: (08) 9477 7222  
☎ A/H: (08) 9477 7224

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