

# Naracoorte Public Library

## Room Booking Form



Naracoorte Lucindale Council  
*Better by Nature*

I .....  
(NAME) apply to Naracoorte Lucindale Council to use the meeting room at the Naracoorte Public Library on behalf of

.....  
(ORGANISATION NAME IF APPLICABLE)

.....(ADDRESS)

Telephone: ..... Email:.....

For the purpose of .....  
on ..... (DATE) from ..... to ..... (TIME)

There will be approximately ..... (INSERT NUMBER) people using the room.

**If your event needs to be publicised, please inform the Naracoorte Visitor Information Centre with details of the event and contact details on the following Telephone: 8762 1399 or Email: naracoortevic@nlc.sa.gov.au**

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***This permit is issued subject to the permit holder:***

- \* ***agreeing to the conditions of the permit as set out in this permit***
- \* ***agreeing to any special conditions which may be determined by Council***
- \* ***providing evidence of appropriate and current insurance if requested as specified below***

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### SIGNED ON BEHALF OF THE PERMIT HOLDER

NAME ..... SIGNATURE .....

POSITION ..... DATE .....

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### SIGNED ON BEHALF OF NARACOORTE LUCINDALE COUNCIL

NAME ..... SIGNATURE .....

POSITION ..... DATE .....

**CONDITIONS:**

1. Users of the room shall not permit any act, or anything, which may negatively impact the reputation of the Council. The Council must be informed of the purpose for which any area is to be used at the time the booking is made. The Council reserves the right to refuse any booking at its discretion.
2. The Council, its employees, officers and/or agents, accepts no liability relating to the use of the Naracoorte Public Library. The responsibility for any personal items, equipment or any other item remains the responsibility of the user.
3. The user agrees to indemnify and to keep indemnified the Council, its employees and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of this Permit;
4. The Permit Holder shall, if requested, take out and keep current a public risk insurance policy in the name of the Permit Holder insuring the Permit Holder for the minimum amount of ten million dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Permit Holder in relation to the activity;
5. The Permit Holder must, on request, provide confirmation of such insurance to the Council, and such policy shall bear the endorsement of the insurer indicating that the insurer accepts the indemnity given by the Permit Holder;
6. The Permit Holder shall, where appropriate, ensure that it is licensed or registered to carry out the activity authorised by the issuing of this Permit;
7. This Permit is not transferrable;
8. The Permit Holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-Law relating to the activity;
9. The Permit Holder shall notify the Council at the time of the Application if alcohol is to be served during the period of the Permit. It is the responsibility of the Permit Holder to obtain any necessary Liquor License if alcohol is to be served;
10. No adhesive tape, reusable adhesive (such as Blu Tack or similar products) or drawing pins shall be used on walls or ceilings within the Library. If suitable anchor points are provided decorations may be hung from them;
11. The Permit Holder shall ensure that any glass breakages or spillage of food or drink is cleaned up immediately;
12. All litter resulting from the activity must be removed and placed in the bins provided.
13. The Permit Holder will be responsible for all costs associated with the repair and / or replacement of any damaged furniture, fixtures or fittings, and any extraordinary cleaning costs;
14. This Permit may be revoked by the Council if the Permit Holder fails to comply with a condition of the Permit, or in any other circumstance considered justifiable by the Council;
15. This Permit will not take effect until proof of the appropriate insurance cover in the name of the Permit Holder has been provided to the Council (if requested).

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**ADDITIONAL CONDITIONS**

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