

Conditions of venue hire

Access

Entrance to the building will be through the Glass Foyer on North Terrace for events in both Mortlock and Spence wings. Events in the Institute Building will enter either through the North Terrace or Kintore Avenue entrance to that building.

Agreed Use

The hirer agrees to use the venue only for the purpose described on the Confirmation of Venue Booking form. The hirer will ensure that the function is conducted in a proper, orderly and lawful manner.

Alterations

Alterations or additions to the venue must not be made without the consent of the Venue Coordinator.

Audio/Visual

The hirer will seek permission from the State Library to use audio visual equipment in its venues.

The hirer will be responsible for all hire costs associated with any audio/visual equipment brought onto the premises for use during the function.

Bookings

To place a booking please complete and sign a Venue Booking form and Conditions of Hire form and return to the Venue Hire team. Upon receipt of the above, an email confirming the booking will be forwarded to the hirer.

The State Library reserves the right to refuse any booking.

Cancellations

An administration fee of 25% may be charged if a confirmed booking is cancelled with less than 14 days notice.

Catering

The State Library does not provide catering for functions.

A list of preferred caterers is available on our website. Kitchen facilities are for preparation and reheating only. Should you wish to use a caterer of your choice then they will be required to attend an induction prior to the event. This can be arranged with Venue Hire staff.

Cleaning

The cost of general cleaning is included in the venue hire charge. The hirer will be responsible for any additional cleaning required. Rice or confetti is not permitted on the premises.

Collection

Unfortunately, storage facilities are not available. All items, including catering waste and empty bottles, are to be removed from the venue by the agreed finish time. Responsibility will not be accepted for items left after this time.

Contact us

Booking enquires should be directed to Michelle Harniman on (08) 8207 7258 or Kath Hann on (08) 8207 7203 or emailed to venue.hire@slsa.sa.gov.au

Fax no for booking forms is 08 8207 7350.

Damages

The hirer will be responsible for any breakage, defect, damage, theft or vandalism to the State Library or the property of the State Library during the event. Damage must be reported to the State Library immediately.

Disclaimer

If the hired venue becomes unavailable through circumstances beyond the control of the State Library, then your function will be relocated to an alternate venue within the State Library. If a comparable venue cannot be made available for the hire period, the State Library of South Australia will not be liable for any loss or damage suffered by the hirer as a result of the unavailability.

Deliveries

Deliveries must be scheduled within the agreed hire period, unless prior arrangements have been made with the State Library. The State Library does not accept responsibility for deliveries that arrive prior to the agreed hire period. The hirer must be present to accept delivery and arrange set-up and pack-up of goods supplied

Deposit

A deposit of 25% of the hire charge may be required prior to your event.

Equipment

All electrical equipment brought onto the State Library premises must be tested and tagged in accordance with Occupational Health, Safety and Welfare regulations. The hirer will be required to advise the supplier to contact the State Library Facilities Coordinator prior to day of event on 8207 7273.

Filming

The hirer will seek permission from the State Library prior to filming, videoing or photographing on the premises.

Fire

The hirer shall take all reasonable precautions against any loss or damage to the State Library by fire. Smoke machines, candles, gas cylinders, explosive devices or any item with a naked flame are not permitted on the premises. Equipment, fittings or materials must not be placed in a position that will in any way obstruct the egress to any designated exit. The State Library reserves the right to remove any items that obstruct a designated fire exit, any costs associated with the removal of items will be the hirer's responsibility.

Indemnity

The hirer agrees to indemnify and keep indemnified the State Library of South Australia and the Libraries Board of South Australia against any action, claim or demand whatsoever which arises or may arise as a result of the hirer's function. The hirer indemnifies the State Library for the loss or damage of any of the hirer's equipment, property or personal belongings.

Inspection

The hirer will permit authorised staff or agents of the State Library to enter the venue during the hire period for the purpose of inspecting the premises, or for any purpose connected with or related to these conditions.

Insurance

The hirer shall arrange public liability insurance for the hire period insuring against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or claimed against the State Library or the hirer or both in relation to the function.

Or, the hirer agrees to indemnify the State Library from any loss, damage or claim as provided for under the hirer's self insurance arrangements.

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Liquor Licence

Permission must be obtained from the Venue Coordinator to serve alcohol on the State Library premises. The caterer or supplier of alcoholic beverages is also required to lodge a limited liquor licence application with the Liquor & Gambling Commissioner and display the licence for the duration of the event.

Loading Dock

The loading dock is accessible via Morgan Thomas Lane, off Kintore Avenue. It is located at the rear, north-eastern side of the Spence Wing. A loading zone is also located on Kintore Avenue outside the side entrance to the Institute Building.

Merchandise

The hirer will seek permission from the State Library prior to offering for sale any products or merchandise on the State Library premises.

OHS&W

The hirer is responsible for compliance with all applicable sections and regulations of the South Australian Occupational Health, Safety and Welfare Act, 1986.

Parking

The State Library does not provide parking on the premises. A commercial parking facility is located opposite the State Library on North Terrace. A disability parking facility is located on Kintore Avenue.

Payment

An invoice for your function will be forwarded to you. Payment is to be made on receipt of the invoice. Cheques should be made payable to ArtsSA, GPO Box 2308, Adeladie 5001 and quote the invoice number.

Radio Devices

The hirer will seek permission from the State Library prior to using any radio transmitting devices on the premises.

Security

Security requirements will be determined by the Venue Coordinator taking into account the scope and timing of your function. The hirer agrees to pay the cost of security, the State Library reserves the right to exclude or eject any person from the premises for inappropriate behaviour or if they put at risk the staff, customers or collections of the State Library.

Signage

All signage requirements including size, method of display and location, are to be sighted and agreed with the Venue Coordinator.

Smoking

Smoking is not permitted in the State Library buildings.

Sound

We reserve the right to control sound levels at your function. Amplified bands will not be permitted during opening hours.

Venue Coordinator

The State Library Venue Coordinator, Kath Hann, can be contacted by phone on (08) 8207 7203, by fax on (08) 8207 7350 or by email: hann.kath@slsa.sa.gov.au

Waste

General waste may be placed in the bins provided. The hirer is responsible for removing empty bottles from the premises.

I have read the above terms and conditions and understand that they form part of my contract with the State Library of South Australia

Signed

Print Name

Organisation

Date
