



Palmerston North City Library

4 The Square

P O Box 1948, Palmerston North

06 351 4100

Email: LIB.Administration@pncc.govt.nz

Website: www.citylibrary.pncc.govt.nz

Before completing this form, please read the "Terms of Use" information.

Application for use of Meeting Rooms

Contact Details

Contact Name _____

Organisation _____

Email _____

Postal Address _____

_____ Post code _____

Phone _____ Cell Number _____

Organisation Details

Not for profit organisation ☐

Church group ☐

Government Agency ☐

Other (please specify) _____

What is the purpose of your organisation? _____

Booking Details

Purpose of the event/activity: _____

Number of people expected to attend: _____

Facilities RequiredRuahine Board Room ☐Wharite Office ☐**Booking dates**

Please list dates required.

Day	Month	Year	Start time	End time

Cost**Total cost:** _____ Cash and Eftpos options are available. Payable on the day.**NB: Credit Card NOT accepted.****Booking Agreement**

I, _____ (name)

the nominated representative of _____ (Organisation Name) and

hold the position of _____ (Position Name)

- I wish to book a Library meeting room as outlined above. I have read and agree to abide by the Library 'Terms of Use'.
- I agree that I/hire organisation, may be liable for any loss or damage of equipment resulting from negligent use.
- I agree to cover hiring charges and/or deposit (if applicable)
- I confirm that I am 21 years or older, and am acting as the responsible venue user.

Signature of Applicant _____ **Date** _____**Office Use Only**

Application (circle applicable)	Accepted	Not Accepted
Fee/Deposit amount	\$	
Receipt number/Cash received		
Name of staff member making booking		
Invoice to be raised	Yes/No	
Invoice number		

Information for use of Meeting Rooms

Central Library open hours

Monday	9am – 5pm
Tuesday	9am – 6pm
Wednesday	10am – 6pm
Thursday	9am – 6pm
Friday	9am – 5pm
Saturday	10am – 4pm
Sunday	10am – 4pm

Please note we are closed statutory holidays.

Hire charges as at 1 July 2025

	Community Group (not-for-profit)			Businesses or other		
	Up to 2 hours	Half Day	Full Day	Up to 2 hours	Half Day	Full Day
Wharite Office	\$15	\$25	\$30	\$20	\$40	\$60
Ruahine Board Room	\$15	\$25	\$40	\$30	\$50	\$80

Meeting Space descriptions

Wharite Office (Mezzanine)

- Comfortable informal seating for up to 4-6 people
- Whiteboard
- Video meeting equipment (computer, monitor, laptop input cables)

Ruahine Board Room (Mezzanine)

- Formal boardroom – Large Board table with seating for up to 10-12 people
- Large screen TV monitor
- Whiteboard

Access

The venue has Accessible parking on The Square, Main Street (the driveway beside Moxies) and on George Street. There are Accessible toilets on the Ground, Mezzanine and First floors.

Catering/Refreshments

Catering is not available on site.

Cafés are located on the neighbouring streets (George St, Coleman Mall and The Square).

You are most welcome to bring your own supplies. There are no kitchen facilities available.

Terms of Use

Please read **before** signing the 'Application for Use of Premises' form

Signing an 'Application for Use of Premises' form binds you to a number of conditions which are necessary to ensure that your activity is carried out safely and responsibly. Failure to observe these "Terms of Use" may jeopardise future bookings.

Your cooperation in this matter is essential. Please read the following conditions carefully.

Please do:

- Enjoy the wonderful facilities and respect the Library Code of Conduct at all times
- Be considerate of other Library users
- Be smoke, drug and alcohol free
- Be respectful to all cultures, ethnicities and beliefs

The meeting rooms are not permitted to be:

- Used for commercial gain or sales activities
- Used for personal social use, e.g. birthday parties, engagements, christenings etc
- Used for events political or religious in nature

Endorsement

Granting the use of a meeting room does not imply City Library approval or endorsement of the group, the meeting, or the ideas presented at the meeting.

Publicity for a meeting must not be worded in a manner that would imply sponsorship or endorsement of the group's activities by the City Library.

Bookings:

- Confirmation and booking requests can be made at the Administration Desk, Mezzanine floor, Central Library, or by phoning 06 351 4100, or by email to;
LIB.Administration@pncc.govt.nz

Cancellation:

- Please give notification of cancellation as early as possible. A cancellation fee equivalent to 50% of the booking may be charged if booking is cancelled within *48 hours prior* to use.

Loss, injury, damage:

- The user is responsible for any damage done to the premises, loaned equipment or contents, or for theft or loss of same. The user will pay for the replacement or repair of these. The Library will not be responsible for property brought onto the premises by the user or injury to any person attending the activity.

Storage:

- Space is extremely limited. No items should be stored on the premises. **The Library does not assume responsibility for any such belongings left on the premises.**

Cleaning:

- Users are expected to leave the building in an acceptable state of cleanliness. Floors and tables should be left clean and tidy after events. Rubbish is to be disposed of in bins provided; all furniture to be placed back in original position, lights turned off.

Preparation:

- For all events the user is responsible for the setting out and putting away of any tables, chairs used for the event.

House Rules:

- As the signatory to the booking form, the user must ensure that the following house rules are followed during the booking.
 - No alcohol, or any form of gambling is permitted in the meeting rooms.
 - The Library premises are a smoke and vape free environment and as such we respectfully request users to refrain from smoking or vaping outside of library entrances and exits.
 - Nails or screws must not be driven into any part of the premises or furnishings.
 - The City Library Code of Conduct must be complied with at all times.

Failure to comply with these rules may jeopardise future opportunities for use of the facility.

Equipment:

- The user is responsible for the correct operation of any library equipment. User to supply own materials for use as applicable. Please advise if you require help and we may be able to arrange assistance.

Safety:

- In line with Health & Safety policy, fire exits and corridors must remain unobstructed. In the event of an emergency the user is required to follow staff instructions and those of the emergency services, and comply with emergency evacuation procedures. The location of the nearest emergency exit will be advised on arrival.

Health and Safety:

- The user will comply with all relevant Health & Safety legislation.

Parking:

- Metered parking is available in the streets outside the facility.

Other charges incurred by the user, for example, additional cleaning costs, will be noted and added to the invoice.

Palmerston North City Library reserves the right to refuse bookings at its discretion. Palmerston North City Library reserves the right to change or amend its fee structure and "Terms of Use" in regard to its provision of services.