



STATE LIBRARY®
NEW SOUTH WALES

Venue Hire
Terms and Conditions

Terms and Conditions of Venue Hire State Library of NSW

1. Confirmation of booking for venue rooms within the Library is subject to the receipt of a signed acceptance by the Hirer of the Terms and Conditions of Hiring Venue Rooms and payment as specified below.
2. The State Library of NSW has entered an agreement providing exclusive catering rights within the State Library of NSW to Laissez-Faire Catering. The Hirer shall use Laissez-Faire Catering for all catering services within the State Library of NSW.
3. The Hirer agrees to disclose full details of the event including the true purpose of the event and details of any guest speakers prior to booking the State Library of NSW.
4. Approval from the State Library of NSW is required if the event is to be ticketed to the public.
5. The hirer must include the following statement wherever the event is being advertised; 'This event is presented by {INSERT HIRER NAME} The State Library of NSW is the venue for this event; however, all content is presented by {INSERT HIRER NAME} who should be contacted with any enquiries about the event.'
6. Written approval from the State Library of NSW is required for any sales of merchandise from the Hirer or their exhibitors and suppliers.
7. Written approval from the State Library of NSW is required for exhibitors to set up in public areas including the Glasshouse.
8. The State Library of NSW is a working building and as such construction noise can occur close to any given venue. While the Venue Hire team endeavour to minimise any disruptive noise, the Hirer acknowledges stopping building works cannot be guaranteed.
9. Due to the heritage listing of the State Library of NSW buildings no nails, screws, adhesive tapes, or any fastening may be driven into or attached in any way to walls, doors, glass, floors, furniture or fittings.
10. Due to the heritage listing of the State Library of NSW buildings helium balloons, glitter, confetti, rice, bubbles, petals (fresh, dried or faux) are prohibited in all venues unless prior approval has been approved by the venue hire team.
11. No smoking, vaping, smoke machines, naked flame or animals are permitted within the State Library of NSW premises.
12. All sound, electrical and lighting requirements must be approved in writing by the State Library of NSW prior to the event. Interference with, or alteration of any of the electrical installations, lighting, sound systems, or other property is prohibited. The Hirer must not handle, cover or endanger the State Library of NSW exhibitions or property.
13. The Hirer must not cover, handle or endanger any of the State Library of NSW collection.
14. Signs, banners and decorations connected with the event must be approved in writing by the State Library of NSW prior to the function. Signage, additional structures or furniture that will put at risk any of the State Library of NSW original materials on display cannot be installed by hirers.
15. A running order must be provided by the Hirer to the State Library of NSW, a minimum of 7 days out, prior to setup and take down of the function. This should include details of all Hirer's contact

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names and telephone numbers (including subcontractors) and be signed and agreed prior to the commencement of the function. These details will be provided to Library Security.

16. Any goods, properties or materials brought in by or on behalf of the Hirer, are the responsibility of the client. The State Library of NSW accepts no responsibility for damage or loss of goods or materials left at the State Library of NSW prior to, during or after the event. All deliveries or collections for events must be arranged with and approved by the Venue Hire Team prior to delivery or collection. Delivery personnel are to follow any directions or instruction from Library Security.
17. Music is permitted by prior arrangement in most areas. In order to prevent as far as possible noise from the Hirer's function becoming audible to persons in other parts of the Library and thereby causing unrest and disturbance, the Hirer shall undertake that all doors in the hired portion leading into any foyer and/or passageway are kept closed.
18. The Hirer shall vacate the venue rooms and the Library's premises by the agreed time of the expiration of the period of hire. All goods, properties or materials brought in by, or on behalf of then Hirer, must be removed from the venue rooms and the Library's premises by the expiration of the period of hire. Failure to comply with this condition will incur an additional charge.
19. The venue room must be left by the Hirer in a reasonable clean condition, as at the commencement of the hire. Failure to do so will incur additional cleaning charges. The Hirer shall be responsible for the cost of making good any damage or loss caused to the objects, building, furniture, fittings and equipment arising out of and/or in the course of the Hirer's function.
20. The State Library of NSW reserves the right to refuse entry or ask any of the Hirer's invitees to leave the State Library of NSW premises.
21. The State Library of NSW requires the Responsible Service of Alcohol as follows:
 - Liquor will not be sold or supplied to a person or persons under the age of eighteen years.
 - Proof of age must be provided on request.
 - The State Library of NSW will not permit intoxication or any indecent, violent or quarrelsome conduct on the licensed premises.
 - Liquor will not be sold or supplied to any person or persons who are at the time in a state of intoxication. Accordingly, patrons will be denied service and asked to leave if they are considered to be intoxicated.
22. Hiring of the Exhibition Galleries or Public Spaces is subject to additional Terms and Conditions which must be accepted by the Hirer.
23. The State Library of NSW reserves the right to cancel a booking. The State Library of NSW shall not be liable in any way for any loss or damage to the hirer or any third party in consequence of the exercise of this right. In such circumstances any amount paid on account of fees will be refunded, however no interest shall be payable thereon.
24. Either party reserves the right to terminate the contract. If the Hirer terminates the contract more than 30 days prior to the event through no fault or breach of the contract by the State Library of NSW the Hirer will forfeit 50% of the full venue hire charge for that event. If the Hirer terminates the contract less than 30 days before the event through no fault or breach of the contract by the State Library of NSW the Hirer will forfeit 100% of the full venue hire charge for that event. If the State Library of NSW terminates the contract through no fault or breach of the contract by the Hirer, the State Library of NSW will refund all monies receipted from the Hirer for that event.
25. The Hirer is liable for themselves, their employees, their attendees and any contractors whom they may engage in relation to the event and indemnifies the State Library of NSW, all State Library of

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NSW employees against any claims, actions losses, demands, damages and expenses for which the State Library of NSW, its employees shall or may become liable or suffer in respect of damage to the State Library of NSW property or injury or death of persons arising out of any wilful, unlawful or negligent act or omission of the Hirer, its employees, agents or subcontractors in connection with this event. It is the responsibility of the Hirer to obtain and keep current insurance against such liability during the term of this contract and ensure that all contractors under their direction are similarly insured.

26. The Library facilities are hired on the rules and condition above mentioned and the payment by any person of any fees and charges for such facilities, and issue to any such person of a receipt or sum and/or confirmation of hire shall be deemed to be acknowledgement and acceptance by such person of the conditions herein contained.
27. The Hirer is responsible for the observance of the terms and conditions of hiring venue rooms and the payment of all fees and charges arising from the hire.

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State Library of NSW**

ACCEPTANCE OF TERMS AND CONDITIONS OF VENUE HIRE

I HAVE READ AND AGREE TO ABIDE BY ALL CONDITIONS OF HIRE:

Company Name:	
ABN:	
Address:	
Contact Name:	
Phone Number:	
Email:	
Date of Event:	
Name of Event:	
Attendee numbers:	
Venue(s):	
Timing of Event:	Bump in/set up start: Guest arrival: Guests departed by: Bump out/pack down end:
Signature:	
Date:	

Please sign and forward this page to proceed with your booking. The State Library of NSW is not currently holding the venue for your event so availability cannot be guaranteed until the signed Terms and Conditions are received.

Visitor Services Branch

The State Library of New South Wales
 Macquarie Street
 SYDNEY NSW 2000
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 Email: venue.hire@sl.nsw.gov.au