



# **VENUE HIRE** FORM

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**MAKE IT YOURS WITH OVER**

**100+ COLOUR-CHANGING  
SMART LIGHTS**

**AND WIRELESS MUSIC  
STREAMING EQUIPMENT.**

**ACCESS OUR FULL BAR**

**MENU FROM OUR TABLE**

**BEACONS AND BE SERVED**

**BY YOUR OWN PRIVATE**

**TEAM OF BARTENDERS**

**AND GUEST ATTENDANTS.**

**THE WHOLE VENUE = YOURS!**

**BRING YOUR OWN ADDITIONAL  
CATERING, ENTERTAINMENT AND  
LIVE MUSIC.**

# Venue Hire Pricing

## JANUARY — JUNE

Total Guests	Tuesday	Wednesday	Thursday	Friday	Saturday
30-70 Guests (10 Unseated)	\$700	\$700	\$700	\$800	\$900

## JULY — NOVEMBER

Total Guests	Tuesday	Wednesday	Thursday	Friday	Saturday
30-70 Guests (10 Unseated)	\$1000	\$1000	\$1000	\$1200	\$1300

## DECEMBER

Total Guests	Tuesday	Wednesday	Thursday	Friday	Saturday
30-70 Guests (10 Unseated)	\$1400	\$1400	\$1400	\$1500	Unavailable

# Terms and Conditions

## PLEASE NOTE

**You must pay the Venue Hire Fee within fourteen (14) days of your booking start date.**

**Bar Tab payment and setup can be made on the day of your booking.  
This is transacted on a prepayment basis.**

### **Cancellations and Refund Policy**

Notification of cancellation must be in writing to receive a refund of any prior monies paid. If you decide to cancel your venue hire, the following refund conditions apply:

- Two (2) weeks or more notice before hire date: Full refund of the Venue Hire Fee.
- Less than two (2) weeks notice before the hire date: No refund of the Venue Hire Fee.

### **Themes**

If you would like to undertake your own decorating, that will need to be approved fourteen (14) days prior to the function by Management.

### **Damages**

Please note that the organiser is responsible for any damage to The Library Bar's property, equipment or any third-party items hired on your behalf. Only free-standing decorations are allowed in the venue to prevent damage to the walls and ceiling. The use of walls for display materials including nails, staples or tape attachments to the floor, walls or ceiling is not permitted. The Library Bar will take all reasonable care with clients, guests and third-party property, however, will not accept any responsibility for damages to, or loss of items whilst within the venue. Where matters beyond the control of The Library Bar Management, impairs or prevents us from performing our obligations under the event order, The Library Bar and Management will be released from all liabilities.

### **Dress Code**

A relaxed or formal dress code applies to our venue. This means all guests must be wearing a shirt, pants and shoes. No halloween props or political signage are permitted.

### **Unsecured Bookings**

A unsecured booking will be held for a period of fourteen (14) days. We reserve the right to cancel any unsecured bookings after this time without notification.

### **Entertainment and Equipment**

Management does not accept responsibility or loss of any property left on the premises prior to, during or after the function. Please advise our Management team of any deliveries being made for your function and safe storage will be arranged. Any damage caused to the venue property or fittings during a function is the financial responsibility of the client. Use of walls for display material is okay (with prior approval) however NO nails, staples, pins/tacs or tape attachment to floors or ceiling, this is not permitted.

### **Venue Access & Curfew**

Our venue hire includes a half-hour grace period for guests to depart after the scheduled finishing time. Depending on our booking schedule, early access to the venue may be possible. You must notify our Management team in writing at least fourteen (14) days before the event for additional access, subject to availability.

### **Responsible Service of Alcohol**

All guests must adhere to the current laws of the Queensland Liquor Licensing Act. The Library Bar management and staff, including our contracted crowd controllers, support the responsible service of alcohol in the venue. Licensing laws prohibit liquor supply to disorderly, unduly intoxicated and underage persons. Patrons showing signs of undue intoxication or disorderly behaviour will be refused service and will be asked to leave the premises. Management will not tolerate any harassment of patrons or staff of any kind and offending patrons will be asked to leave the premises. Management supports our staff refusing service of unduly intoxicated patrons.

### **Minors**

It is our house policy that minors are permitted to attend a function with prior approval from the Management team. Prior approval must be sought at least fourteen (14) days prior to the function start date. If this is approved, notes will be added for team members regarding the attending minor.

- Minors MUST be accompanied by their parent or legal guardian at all times.
- Minors will not be served alcohol and service of alcohol will be refused to any person who cannot produce appropriate ID where there is any doubt that a person is under the age of 18.

Acceptable ID types:

- A current Driver's License or Learner's Permit (valid with photo)
- A current Passport (from any country - valid with photo – writing must be in English)
- An Australian Government issued Proof of Age Card (18+ Card)
- Foreign Driver's Licence with a photo and date of birth of license holder.
- Digital drivers licences.

Anyone found obtaining alcoholic beverages for consumption by minors will be asked to leave the venue immediately. In other situations, all parties a part of the private hire booking may be asked to leave. If this happens, you will not be entitled to a refund.

### **Annulment of Agreement**

Should The Library Bar be prevented from implementing its services due to circumstances beyond its control (such as power failures, fire, flooding, natural disasters, strikes or Global Pandemic) the said agreement or service will be made null and void at the discretion of The Library Bar.

### **Bar Tab Setup and Payment**

Unless other arrangements have been made with Management, the setup of any bar tabs will be made at the time of the booking when the Client arrives. Bar tabs are transacted through Tyro Payments and are done on a prepayment basis (Eg. The Client transacts a holding of \$500.00 which means the Client can make up to \$500.00 in transactions of product. Any amounts remaining after all items are paid will be automatically returned to the Client's card.)

### **Confirmation and Deposit**

A booking is confirmed by signing and completing the 'venue hire form' and paying the required venue hire fee within fourteen (14) days of the venue hire booking start date. If the fee and signed hire form are not received within the allocated time, management reserves the right to revoke the booking and allocate the space to another client. Without signing the Venue Hire Form and paying the Venue Hire Fee, your booking is unsecured and as such shall comply with the terms stipulated in the Unsecured Bookings section of these conditions.

### **To secure your venue hire:**

- Full payment of total fee
- Return a signed copy of the Venue Hire Form to our team

### **Pricing/Venue Hire Fee**

We endeavour to maintain all prices as printed; they may be subject to change at Management's discretion. The Venue Hire Fee must be paid within fourteen (14) days of your venue hire booking start date.

### **Trading Hours & Your Allocated Event Times**

- Open Tuesday, Wednesday, Thursday, Friday and Saturday.
- Event seatings: 12pm-5pm & 6pm-11pm. Need longer? Speak to our team.
- Closed Sunday, Monday and most Public Holidays.

### **Maximum Seated Guests (As Per Our Licence)**

- Maximum Seated Guests: 60

We only permit 60 guests at any given time to be seated. For guest lists that exceed 60 people, all additional guests over 60 will be allocated space at the stand up bar.

# Event Details

<b>*FULL NAME</b>	
<b>COMPANY</b>	
<b>*EMAIL</b>	
<b>*PHONE NUMBER</b>	

<b>*EVENT DATE</b>	/	/
<b>*EVENT TIME</b>	12:00PM – 5:00PM	OR 6:00PM – 11:00PM
<b>*EST. TOTAL GUESTS</b>		
<b>*TYPE OF EVENT</b>		

Wedding, Birthday, Christmas Party, etc.

By signing below, you confirm that you agree to all the Terms and Conditions.

<b>*SIGNATURE</b>	
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# Venue Hire Payments

For Team Member Use Only

**VENUE HIRE FEE** \$ \_\_\_\_\_

## PRIVATE HIRE STATUSES

<b>EVENT ACCEPTED</b>	<input type="checkbox"/>	<b>EVENT DECLINED</b>	<input type="checkbox"/>
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<b>EVENT ENTERED INTO RESOS</b>	<input type="checkbox"/>
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<b>DETAILED EVENT NOTES ENTERED INTO RESOS</b>	<input type="checkbox"/>	<b>PAYMENT TYPE</b>	
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<b>ALL FEES PAID AND RECEIVED</b>	<input type="checkbox"/>	<b>TOTAL RECEIVED</b>	\$
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<b>DATE FORM WAS RETURNED TO VENUE TEAM</b>	/	/
<b>DATE PAYMENT DUE</b>	/	/
<b>NO REFUND POLICY DATE</b>	/	/





# Venue Hire Setup

For Team Member Use Only

## LIGHTING

## COLOUR AND BRIGHTNESS

BAR TOP	
BAR ROOF	
DOWNSTAIRS COMMON	
BRICK WALL	
FEATURE WALL	
STAIR SEATING	
STAIRCASE	
UPSTAIRS COMMON	
LOUNGE ROOM	

## MUSIC

MUSIC DETAILS	
VOLUME CANNOT EXCEED 75DB	

## AIR CONDITIONING

TEMPRETURE	<input type="checkbox"/> Icy Cold <input type="checkbox"/> Cold <input type="checkbox"/> Cool <input type="checkbox"/> Warm
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## EVENT DECORATIONS AND NOTES

DECORATION NOTES	
EVENT NOTES	