

Library Rooms - Hire Fees

1 July 2023 to 30 June 2024



Parks Library Community Room 1 or 2 Hire Fees	\$45.00 per hour
<i>Maximum capacity 50 people</i>	
Parks Library Community Room 1 and 2 Hire Fees	\$90.00 per hour
<i>Maximum capacity 50 people</i>	
Parks Library Meeting Room 1 Hire Fees	\$20.00 per hour
<i>Maximum capacity 6 people</i>	
Parks Library Meeting Room 2 Hire Fees	\$25.00 per hour
<i>Maximum capacity 12 people</i>	
Parks Library Meeting Rooms 1 and 2 Combined Hire Fees	\$40.00 per hour
<i>Maximum capacity 18 people</i>	
Greenacres Library – Council Office Community Room	\$25.00 per hour
<i>Maximum capacity 35 people</i>	
Greenacres Library – Council Office Meeting Room 1	\$20.00 per hour
<i>Maximum capacity 4 people</i>	
Greenacres Library – Council Office Meeting Room 2	\$20.00 per hour
<i>Maximum capacity 6 people</i>	
Port Adelaide Library Community Room	\$25.00 per hour
<i>Maximum capacity 38 people</i>	
Enfield Library – Council Office Community Room 1	\$25.00 per hour
<i>Maximum capacity 25 people</i>	
Enfield Library – Council Office Community Room 2	\$20.00 per hour
<i>Maximum capacity 15 people</i>	
Enfield Library – Council Office Meeting Room	\$20.00 per hour
<i>Maximum capacity 4 people</i>	

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Other Charges	
Bond – Low Risk Hire	\$330.00 per hire
Bond – High Risk Hire	\$550.00 per hire
Key Deposit	\$55.00 per key
Lost Key Fee	\$55.00 per key
Non-complying Hire Cleaning Fee	\$330.00
Additional Cleaning Fee - Week days and after hours	\$100.00
Additional Cleaning Fee - Weekends and Public Holidays	\$130.00
After Hours Call-out Fee (where customer is at fault)	\$180.00

A discount on room fees may be applicable dependent on set criteria, outlined in the categories listed below. Please contact the libraries for further information.

Library Meeting and Community Room Hire
Applicable Fee Structure
Category 1
Non-Local State or Federal Government Agency / Public or Private School
Non-Local Private and/or For-Profit Hire
Category 2
Local State or Federal Government Agency / Public or Private School
Local Private and/or For-Profit Hire
Non-Local Community Group, Not-for Profit, or Fundraising Event
Category 3
<i>Established</i> Local Community Group, Not-for-Profit, or Fundraising Event
Category 4
<i>New</i> Local Community Group
Category 5
City of PAE Library Member ad hoc use
Local Micro/Nano business or Start-up
Local Registered Charity
Council partnership agreement/staff booking (see criteria)
Bookings can only be made a maximum of 6 months in advance.

Note

- Hire is subject to agreement of Conditions of Use.
- Period of Hire must include time for you to set up and pack up and arranging for equipment to be delivered or collected.
- Hire includes use of tables, chairs and technology as listed on the Council website.
- Hire Fees will be adjusted by Library staff to represent the Fee Category and to add additional fees including Key Deposit and Bond if required when accepting a booking request.
- Refunds of Bond and Key Deposit(s) will be processed within 15 working days of returning your key as long as all obligations under the Conditions of Hire are fulfilled, and where the Council is satisfied that there is no damage and the facility has been left in a clean and tidy state.