

Library meeting rooms

The Bega Valley Shire Library offers meeting rooms that can be used for meetings in Bega, Eden, Bermagui and Tura Marrang Libraries, room bookings are made online as per the following procedure. Stated capacity of the room must not be exceeded at any time.

Please refer to the Meeting Room Terms and Conditions before finalising your booking.

Please note: Bermagui Library is closed on Wednesdays. If you make a room booking for a Wednesday, it is your responsibility to contact Bermagui Library to arrange key collection 1-2 days before the booking.

Room charges

Rooms are to be booked online, payment is required at time of booking with a valid credit card. Refunds are only available for cancellations at least 48 hours before the booked time.

There are two payment tiers for room bookings as follows:

General (business, commercial or private bookings); and

Community (not for profit) – to make a Community booking please contact the library on 6499 2127

Please review [this document](#) to determine which group your booking will come under.

Insurance

Commercial/Community Associations: All registered clubs, incorporated organisations or commercial enterprises hiring Council facilities must provide a copy of their Certificate for Public Liability. **Please email a copy of your \$20 million Public Liability Insurance at time of booking.**

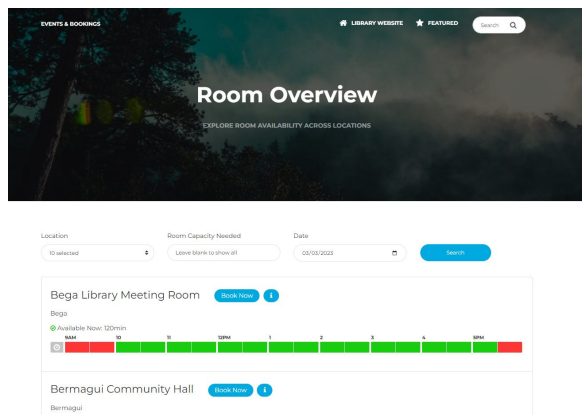
Tutoring is considered a commercial activity and Public Liability Insurance must be provided at time of booking.

How to book a room

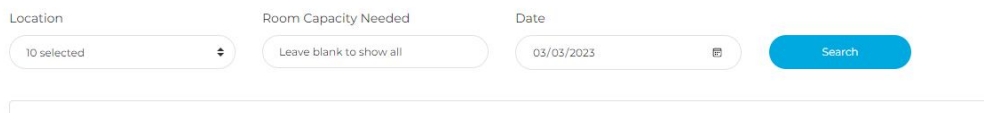
- Access the Meeting Room Page on the Bega Valley Shire Library website, Room Bookings tab or https://library.begavalley.nsw.gov.au/cp_themes/default/page.asp?p=DOC-MXW-03-77-58
- Click the Book Online For April Onwards button


Or

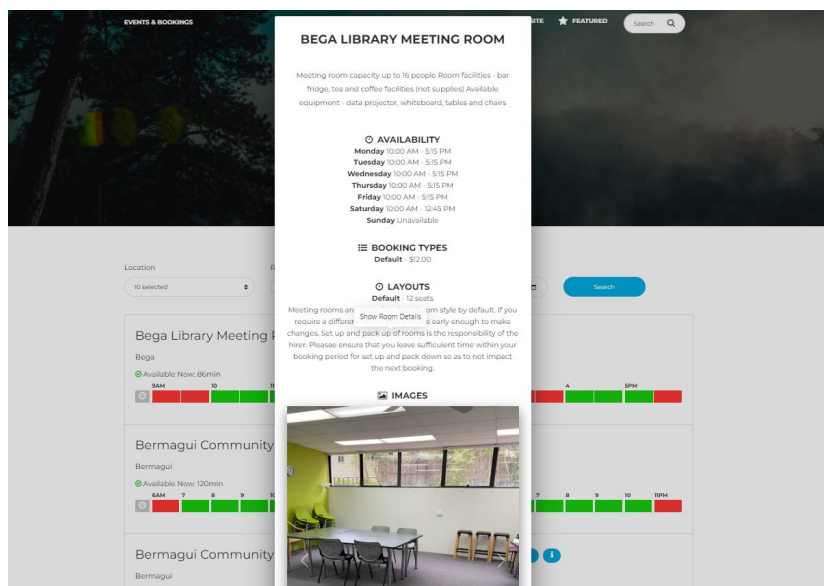
- Open the meeting room booking portal - <https://begavalley.events.mylibrary.digital/browse-rooms>



- Search for the room you wish to book, you can filter by location, room capacity or the date



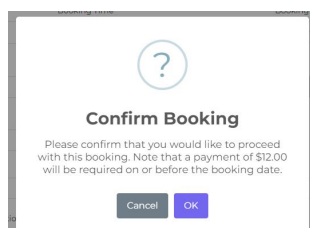
- Clicking on the information button  allows you to view the room information such as the available booking days and times, room capacities, equipment available, room facilities as well as a photograph of the room



- Any current bookings on a set date will show up in red, available times will display in green. To book your chosen meeting room click the Book now button

- To add a room booking you can either log in using your library card number and pin (eight digit birthday DDMMYYYY), or you can book as a guest
- If you are booking as a library member the system will retrieve your contact details, if you are booking as a guest you will need to add your details
- Enter the booking start time, the duration of the booking as well as your contact details if required
- Ensure that you have read the Meeting Room Terms and Conditions (available online) before selecting Yes
- If applicable (community/commercial associations: all registered clubs, incorporated organisations or commercial activities – including tutoring) ensure that you have provided a copy of your \$20m Public Liability insurance to library@begavalley.nsw.gov.au as per the Meeting Room Terms and Conditions before selecting yes
- Click the Add Booking button to confirm your booking

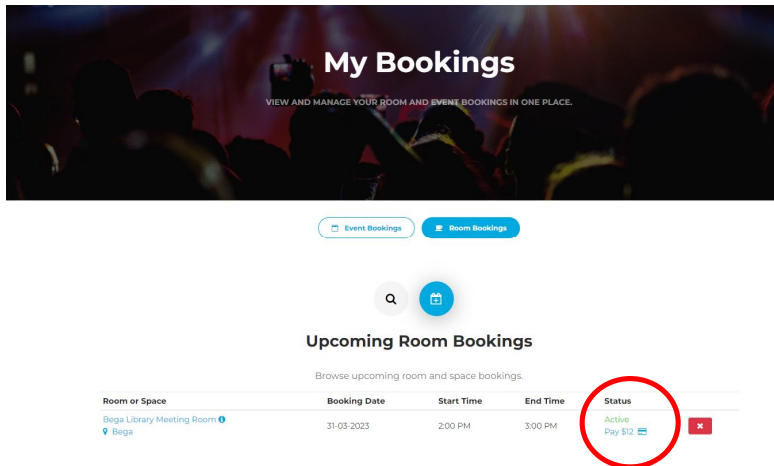
- Confirm the booking in the pop-up window – “Please confirm that you would like to proceed with this booking. Note that a payment of \$... is required to finalise your booking”



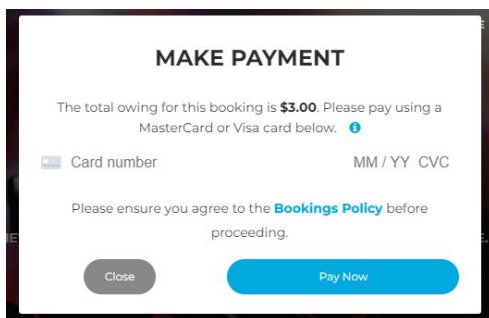
- Click ok with the next confirmation window

Payment when booking as a member

- Select Pay \$... to process the payment

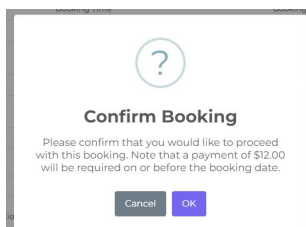


- A Make Payment window will appear, enter your credit card details and click the Pay Now button



Payment when booking as a guest

- Confirm the booking in the pop-up window – “Please confirm that you would like to proceed with this booking. Note that a payment of \$... is required to finalise your booking”



- Click ok in the next confirmation window

- In the next window enter your email address and click the Show My Bookings button

Please Log In

Enter your library credentials to continue.

Log In

[BECOME A MEMBER](#)
[PASSWORD RESET](#)

OR

Booked without an account

Enter your booking details to continue.

Booking code: 372315228644
Enter another booking code.

Show My Bookings

- Select Pay \$... to process the payment

My Bookings

VIEW AND MANAGE YOUR ROOM AND EVENT BOOKINGS IN ONE PLACE.

Event Bookings
Room Bookings

🔍
📅

Upcoming Room Bookings

Browse upcoming room and space bookings.

Room or Space	Booking Date	Start Time	End Time	Status
Beqa Library Meeting Room 📍 Beqa	31-03-2023	2:00 PM	3:00 PM	Active Pay \$12 🔗

- A Make Payment window will appear, enter your credit card details and click the Pay Now button

MAKE PAYMENT

The total owing for this booking is **\$3.00**. Please pay using a MasterCard or Visa card below. 📘

Please ensure you agree to the [Bookings Policy](#) before proceeding.

Close
Pay Now