# Library meeting rooms and co-working spaces

The Bega Valley Shire Library offers meeting rooms that can be used for meetings in Bega, Eden, Bermagui and Tura Marrang Libraries. Co-working spaces are offered for hire at the Bermagui Library and Community Centre.

Bookings for meeting rooms and co-working spaces 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 and Co-working Spaces 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.*

## Fees

Rooms and spaces are to be booked online and 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 or co-working space

- Access the Bega Valley Shire Library website, Room Bookings tab or Co-working Spaces tab.
- Click the Book Online button

Or

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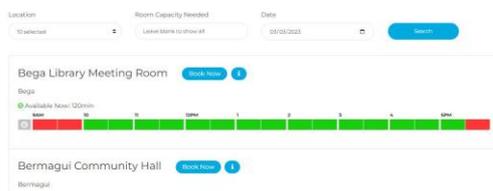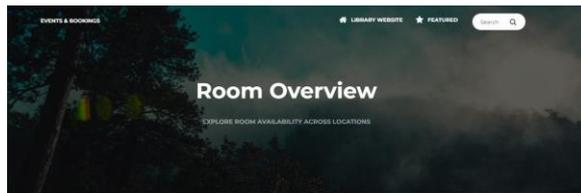


- Search for the room or co-working space you wish to book, you can filter by location, room capacity or the date
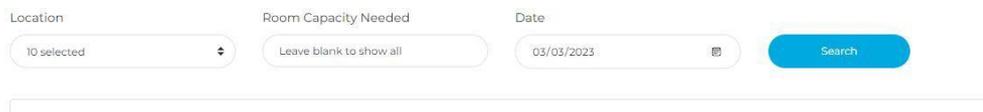


- Clicking on the information button  allows you to view the room information such as the available booking days and times, room capacities, equipment available, room facilities as well as a photograph of the room
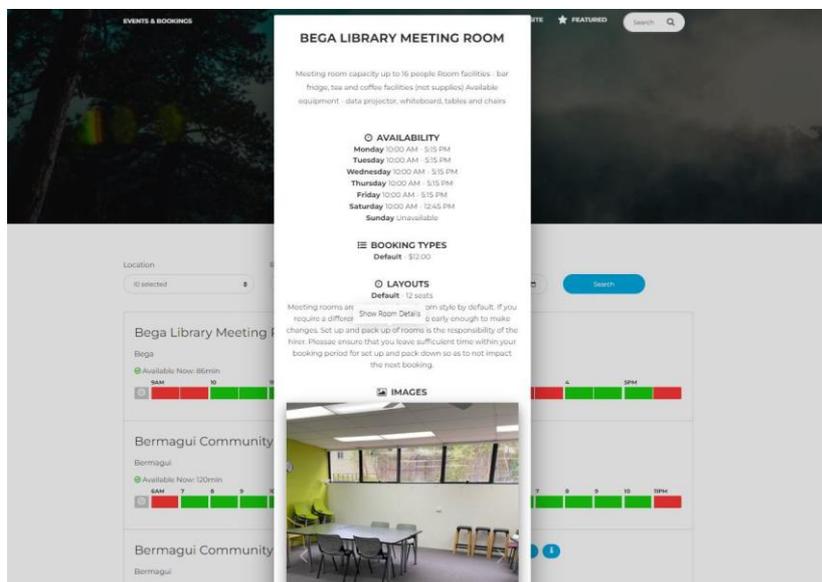
- Any current bookings on a set date will show up in red, available times will display in green. To book your chosen meeting room click the Book now button
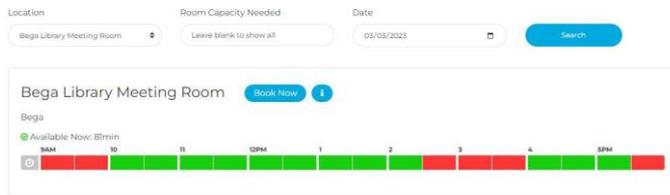


- To add a room or co-working space booking you can either log in using your library card number and pin (eight digit birthday DDMMYYYY), or you can book as a guest

- 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
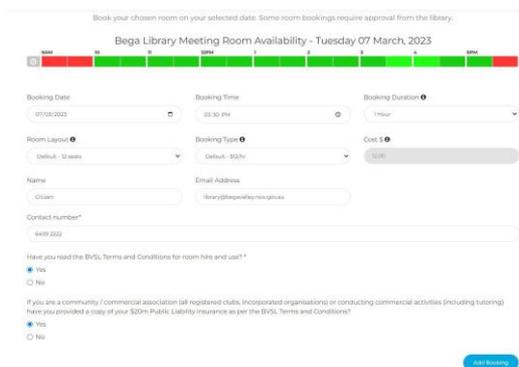


- Confirm the booking in the pop-up window – "Please confirm that you would like to proceed with this booking. Note that a payment of $ ... is required to finalise your booking"
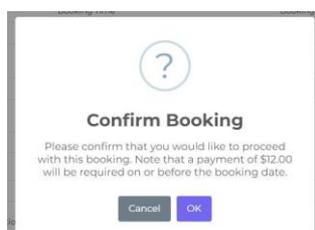


- Click ok with the next confirmation window

## Payment when booking as a member

- Select Pay $... to process the payment
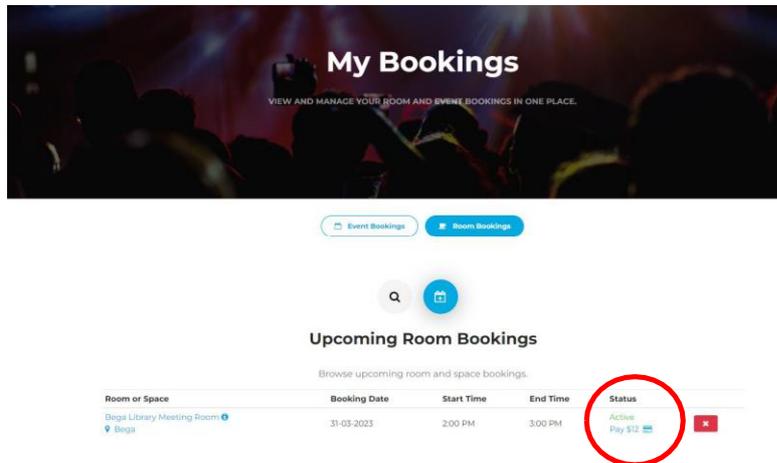


- A Make Payment window will appear, enter your credit card details and click the Pay Now button
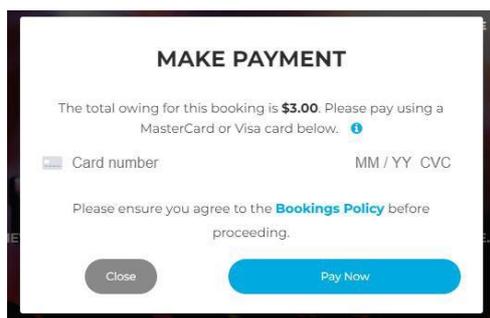


## Payment when booking as a guest

- 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"
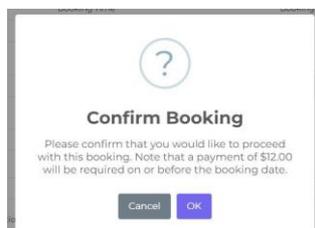


- Click ok in the next confirmation window

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



- Select Pay $... to process the payment



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