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 - <u>https://begavalley.events.mylibrary.digital/browse-rooms</u>

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• 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

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• 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

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	Enter your library credentials to continue.	
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	Show My Bookings	

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



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

