

ROOM BOOKINGS

CONDITIONS OF HIRE

- Penrith Library reserves the right to accept or refuse any or all applications for hire.
- Fees and charges are set by Penrith City Council at the beginning of each financial year and are thus subject to change.
- The room may be used for commercial and community use, including but not limited to: meetings, seminars, conferences, training, performances, and exhibitions.
- Bookings can be made up to 6 weeks in advance only.
- The hirer must leave the facility in a clean and tidy condition, otherwise additional fees may be charged.
- The hirer must ensure that all current COVID NSW Health safety guidelines are adhered to.
- The hirer is to supply all equipment and consumables such as projectors, laptops, extension leads, paper, pens, etc.
- Table and chair set-up is the responsibility of the hirer.
- Penrith Library is not responsible for promoting the hirer's use of the room.
- Cancellations must be made in writing. Cancellation fees may apply.
- Payments to be made at least 2 days prior to booking.
- Penrith Library may cancel the booking at any time at its sole discretion without recourse by the hirer. If the Library cancels the booking, the hire fee and/or any bond will be fully refunded.
- Application is acceptance of the Conditions of Hire.

PARKING FOR THEATRETTE PENRITH

Onsite parking is restricted to 2 hrs only 7 DAYS A WEEK 8.30am-3.30pm.

No exceptions and please note that the Civic Centre parking area is patrolled.