CITY LIBRARY SPACES – HOW TO BOOK ONLINE

- 1. Before requesting a room booking, please read the Terms and Conditions of Hire on the library spaces web page. Please note that we require a minimum of seven days' notice for all future booking request.
- 2. Choose the date and the room you would like to book on left-hand side of the screen. The example below shows a booking for February 13th, 2022, in the Hutt St Library Conference Room. To find out the capacities and a brief room description hover over the room title.



3. Select the time slots you wish to book. Please ensure enough time for setup and pack down is allowed, as you will only be able to access the room for this selected period. The click Continue.



4. Complete the Room Request form, adding as much detail as possible about the reason for your hire to the purpose of booking field.



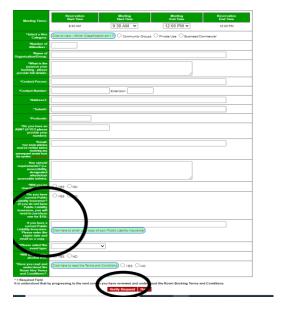
Click on the 'Which Classification am I?' link to make sure you select the correct hire category.

Please note: any fields in green can be clicked on, providing further information

 Pease note that all bookings will require insurance cover. If you have your own Public Liability Insurance, please ensure that City of Adelaide is listed as an interested party and email a current copy to the City Libraries by clicking on the green link.

If you do not have cover, this will need to be discussed as per our Terms and Conditions of hire.

Once the booking request form is completed, please click Verify Request.



6. Check all information has been fully provided and the details are correct before clicking on 'Submit Request' to send notification of your booking request to the relevant City Libraries centre.

Please note: the status of the request is 'Approval Pending' – an email will be sent, within seven working days, confirming the acceptance or decline (with reason) of your booking. An acceptance will outline payment required with details of where to pay along with confirmation code to quote.

