

Penrith City Libraries Room Hire

For enquiries or to make a booking, email my.penrith.city or call [47327891](tel:47327891).

Peter Goodfellow Theatre | Penrith City Library

Available 7 days a week during Library opening hours:

Monday – Thursday 9am–8pm

Friday – Saturday 9am–5pm

Sunday 10am–5pm

Seating for up to 50 people in theatre seating arrangement or 20 people in table conference mode.

Inclusions:

- Wall mounted TV screen – laptop accessible via Wi-Fi or cable
 - Projection Screen (not projector)
 - Whiteboard
- Kitchenette with Zip boiler, small fridge, and microwave.
- Free Wi-Fi
- Hearing Loop
- Sanitisation pack
- Accessible toilets

Responsibility:

- Room set up of tables and chairs is the hirer's responsibility. Tables must be locked into position for safety purposes.
- Promotion of the event is the hirer's responsibility.
- Projector, whiteboard markers, stationery items, laptop, cables, power cords or extension leads, are the hirer's responsibility, these are not provided by Penrith City Libraries.
- Supply of beverages, light refreshments and all consumables are the hirer's responsibility. Alternatively, catering can be arranged.
- All rubbish must be removed by the hirer.

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Fees as at July 2023

Duration	Commercial rate	Community or not for profit group
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Up to 4 hours	\$180.00	\$55.00
Up to 8 hours	\$310.00	\$110.00

William Garner Room | St Marys Library

Available 7 days a week during Library opening hours:

Monday – Thursday 9am–8pm

Friday – Saturday 9am–5pm

Sunday 10am–5pm.

Seating for up to 24 people in theatre seating arrangement or 12 people in table conference mode.

Inclusions:

- Wall mounted TV screen – laptop accessible via Wi-Fi or cable
- Whiteboard
- Kitchenette with Zip boiler and small fridge
- Free Wi-Fi
- Hearing Loop
- Sanitisation pack
- Accessible toilets

Responsibility:

- Room set up of tables and chairs is the hirer's responsibility. Tables must be locked into position for safety purposes.
- Promotion of the event is the hirer's responsibility.
- Projector, whiteboard markers, stationery items, laptop, cables, power cords or extension leads, are the hirer's responsibility, these are not provided by Penrith City Libraries.
- Supply of beverages, light refreshments and all consumables are the hirer's responsibility.
- All rubbish must be removed by the hirer.

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Fees as at July 2023

Duration	Commercial rate	Community or not for profit group
Up to 4 hours	\$180.00	\$55.00

Up to 8 hours	\$310.00	\$110.00
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Conditions of Hire

Minimum charge is half day, up to 4 hours use. Completing the application to hire the Theatrette or William Garner room means that you accept the [Room Booking Conditions of Hire](#).