

Venue Support

Ryde Civic Centre
1 Devlin Street Ryde
Locked Bag 2069
North Ryde NSW 1670

Telephone 9952 8328
or 9952 8323
Mobile 0408 208 397

Fax 9952 8322

Email
venuesupport@ryde.nsw.gov.au

Website
www.ryde.nsw.gov.au

Telephone Typewriter (TTY)
9952 8470

Office Hours

8.30am-4.30pm
Monday to Friday



Gladesville Library Meeting Room

6 Pittwater Road Gladesville

Facilities

Kitchenette
Female toilets (2)
Male toilets (2)
Disabled toilets (1)
Disabled access
Parking
TV/video
Screen/white board

Available for

Information sessions
Community groups
Yoga
Meetings

Catering

Kitchenette

Equipment

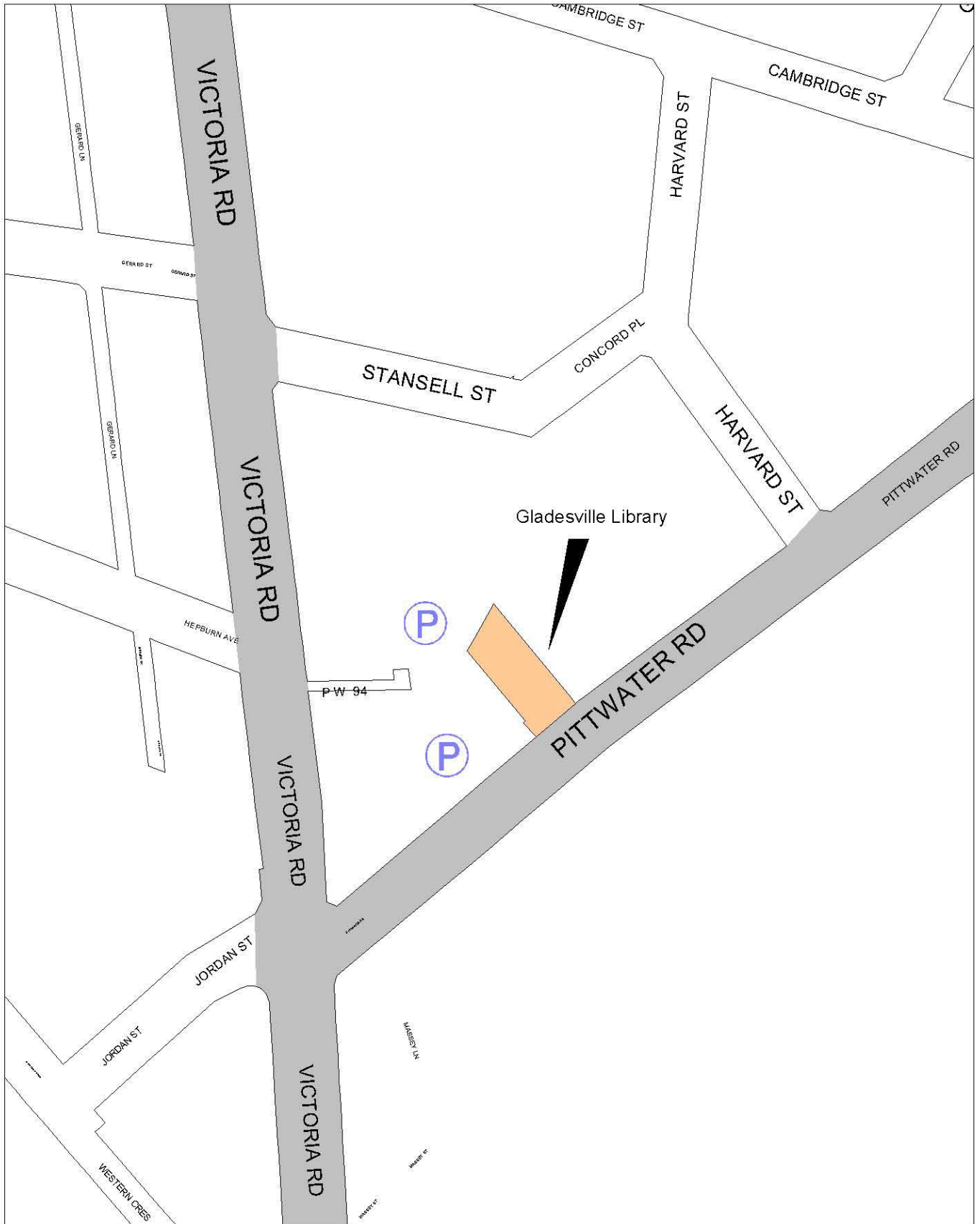
Trestle tables
Chairs
TV/Video

Capacity

Meeting 42



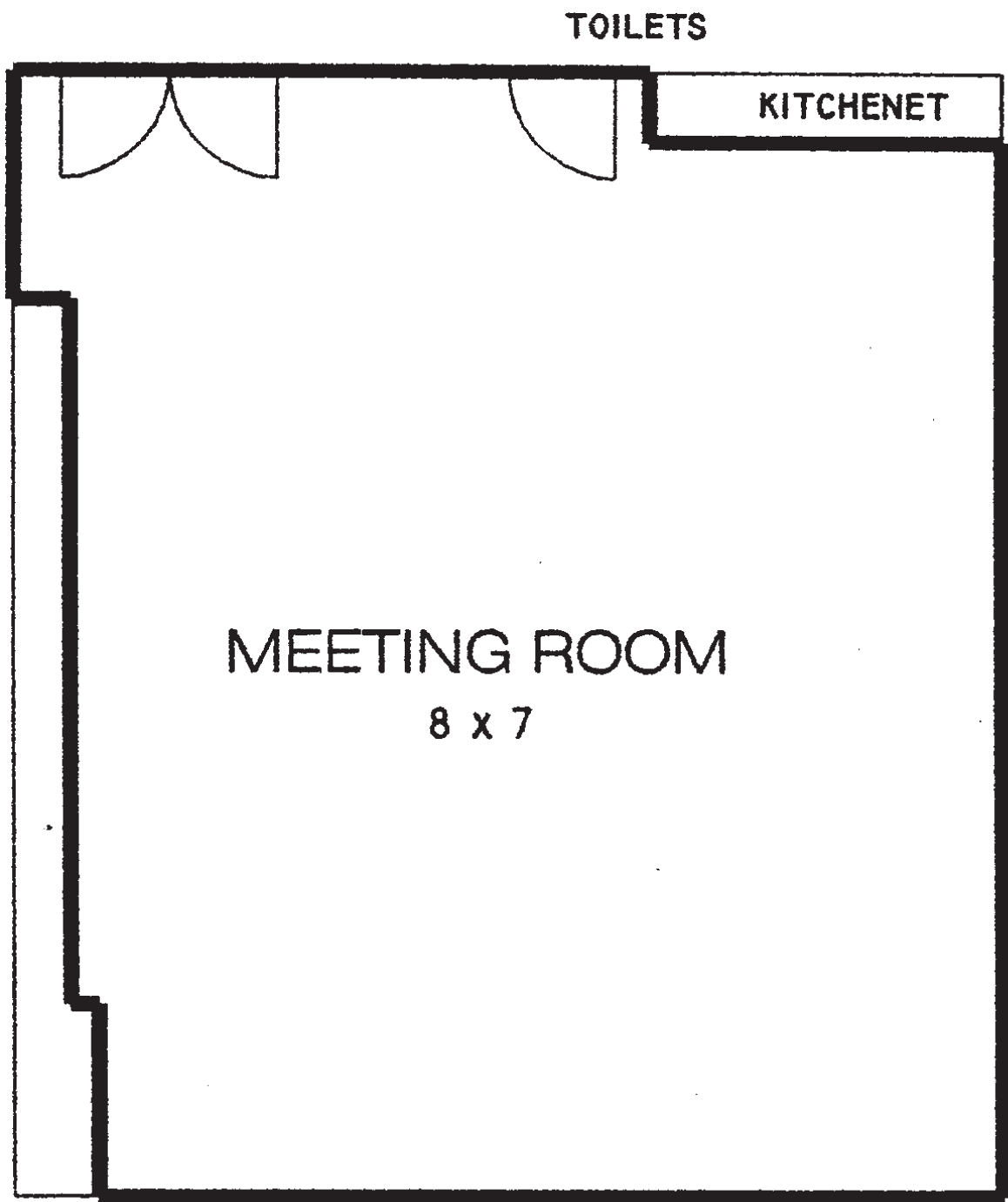
Gladesville Library 6 Pittwater Rd, Gladesville



City of Ryde



Gladesville Library Meeting Room
6 Pittwater Road, Ryde



General Information

Venue Hire with City of Ryde

Some Points to Remember

Payment of bond is required to secure the booking for the requested venue and the specified date and time. Your booking is not secure until the bond is paid.

Original copies of the “*Application for Hire*” and “*Hiring Conditions*” forms must be returned with the bond payment.

Bond is refundable after the event if the venue is left in a clean and tidy condition and all rubbish is removed from the premises. The premises must be vacated at the designated time otherwise you will be charged accordingly. See “*Hiring Conditions for Halls*” Clause 2 .

One hour complimentary is given at the end of the function to clean the venue.

Set-up time must be included in the hours that you hire the hall.

Public Liability Insurance cover is available from the council for a fee of \$50.00. If you are an incorporated body, sporting club of any kind or a profit making/commercial activity you are required to have your own Public Liability Insurance cover to the value of \$20 million. Council requires a Certificate of Currency at the time of application.

If you are selling liquor or the price of liquor is included in the ticket price at any of the venues you must have the appropriate permit which is available from the Magistrates Court (this takes 3-4 months to apply for)

If liquor is supplied free of charge you must obtain the appropriate licence from the Gladesville Licensing Police no less than one week prior to the hiring.

Hall hire costs must be paid before the event.

Tables and chairs will be set up at the venue by Council as per your floor plan before your event