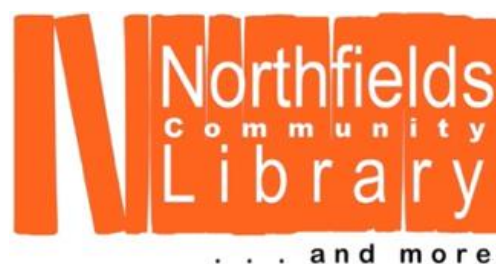


# Hiring a space in the library

## Booking confirmation form

### Terms and Conditions



#### Representative

1. Your organisation must identify a representative (18 years of age or over) who is responsible for ensuring that the event complies with all legal requirements including, though not exclusively, copyright, food safety and safeguarding.
2. The representative must
  - a. visit the venue and agree dates, times and the areas and equipment to be used
  - b. learn how to safely use any equipment hired as an additional charge
  - c. Familiarise themselves with Northfield Community Library's Health and Safety, Safeguarding and Fire Evacuation policies and procedures, and ensure that they know where the First Aid kit and Accident Book are stored.
  - d. submit a risk assessment of the event at least 14 days in advance of the hire
  - e. submit evidence of appropriate insurance at least 14 days in advance of the hire
  - f. sign the Premises Hiring Agreement at least 7 days in advance of the hire
  - g. accept responsibility for observing the Terms and Conditions
  - h. ensure payment is made at least 7 days in advance of the hire.
3. Personal data supplied on the Room Hire Booking Form will be held for no longer than necessary, and will be used for communication, management, planning and evaluation of our services.

#### Supervision

During the period of the hire the Hirer has responsibility for the supervision of the event, including:

1. The effective oversight of children.
2. The orderly and safe admission and departure of persons to and from the room(s);
3. The orderly and safe evacuation of the room(s) in case of emergency;
4. Understanding fire or other evacuation procedures (provided by the library)
5. Ensuring that all exits are kept immediately available.
6. The venue is left in a clean, tidy and safe condition.

#### Payment

1. Setting up and clearing away time must be incorporated into the booked period.
2. Fees must be paid in full and cleared at least 7 days in advance.
3. Payment should be made by BACS to Northfields Community Library Sort Code 30-90-89 Account No 57985060 or by card in the library.
4. Block bookings must be paid in advance for the full period, or in blocks of 12 weeks.
5. The room must be left clean and tidy at the end of the hire period, otherwise a cleaning surcharge may be payable by the hirer.

#### General rules

It is not permitted to

1. Remove books from the shelves.
2. Smoke in the library or immediately outside the main entrance.
3. Bring dogs or animals on site, except for assistance dogs.
4. Display flags, emblems or other decorations outside or inside any part of the Library
5. Use sellotape, blu tack, bolts, nails, tacks, screws, or anything which may cause damage to fix items to any part of the Library or its fixtures or fittings. .
6. Play recorded music or DVDs unless appropriate legal arrangements have been made
7. Allow more than the number of people stipulated on the Booking Form to attend the event.

Any repairs required as a result of damage incurred by the hirer or their group (or any resulting injury caused by that damage) to the premises and/or equipment will be the hirer's responsibility and must be paid in full by the hirer.

**Catering**

- 1. Teas, coffees, soft drinks and light refreshments, provided by the hirer, may be prepared by prior arrangement. Hot food may not be prepared on the premises.
- 2. If the Hirer wishes to use caterers this must be agreed in advance and the hirer must ensure that the caterers comply with all health and hygiene legislations and regulations.
- 3. No alcohol is permitted unless by prior agreement. Alcohol may not be sold on the premises without an appropriate licence.

**Electrical equipment**

The Hirer must ensure that the projector is only used by people who are trained by library staff, and that any electrical appliances they bring to the event are PAT tested in advance.

**Cancellation of bookings**

- 1. The Hirer may cancel at any point up to 7 days before the event, when full payment becomes due. After this time no reimbursement will be made for single events; reimbursement for longer block bookings will be subject to negotiation.
- 2. If the Hirer fails to observe any of the conditions of booking, are acting illegally during the hire, or there is a material omission or mis-statement in the Booking Form, the Library may cancel a booking at any time before or during the period of hire without reimbursement. In the event of cancellation due to forces beyond its reasonable control, the Library will reimburse the hire fee but will not be liable for any additional loss which arises as a result.

Organisation \_\_\_\_\_

Representative \_\_\_\_\_

NCL Steward (s) \_\_\_\_\_

Dates/Times booked \_\_\_\_\_

Fee agreed per hour : £25      £35      £50      Other

Signed \_\_\_\_\_ for Northfields Community Library

Date \_\_\_\_\_

Signed \_\_\_\_\_ for \_\_\_\_\_

Date \_\_\_\_\_