

## Hiring Policy – Business Use

- Blackfen Community Library allows for the interview room and wider library spaces to be used for business use.
- The final decision on user suitability lies with the Library staff. It may not always be possible for businesses to use the rooms. We give priority to our members, Friends of the Library, local traders, and organisations and representatives from the local community.
- This policy only relates to occasional use of library space. Although it does allow regular bookings for limited periods, it is not applicable to contractual, full time rental of space in our building.

The spaces can be hired for one-off events or for regular events. The main library and coffee shop are available for hire outside of the Library open hours, i.e. weekday evenings, Sundays and Mondays. The interview room and/or space outside, is available during Library open hours also. Bookings can be made up to six months in advance. Bookings can be made by filling in an application form and paying a deposit.

### The prices

<b>Additional</b>	<i>INTERVIEW ROOM</i> <i>seats 5 (3m x 7.5m)</i>	<b>costs</b>
	£6 per hour	
	<i>SPACE OUTSIDE INTERVIEW ROOM</i> <i>seats 12-15</i>	
	£30	
	<i>MAIN LIBRARY SPACE &amp; COFFEE SHOP</i>	
	£50 per hour (out of hours only)	

- Hospitality for meetings (varied costs per person – we offer a range of hot/cold drinks and sandwiches/cakes – to be arranged upon booking with at least 3 days notice for booking if required for over 10 people)

### Other information

- All bookings require a £25 returnable deposit, or an up front payment of £6 for the interview room only. Events that overrun and/or leave the facility messy and untidy may lose their deposit. Further charges may be made depending on circumstances
- Payments must be made in advance or on the day, in cash or by debit card. If for some reason a group wishes to cancel their booking, they

must give 24-hours notice, otherwise they will be charged the hourly rate equal to the duration of the booking.

- It is possible that some businesses would be required to have public liability insurance for the activities they run. If insurance is required for your hire please inform Library staff when a hire request is made.
- The Terms and Conditions document must be signed and returned to library staff before room use.
- We reserve the right to cancel bookings if necessary due to unforeseen circumstances or for health and safety reasons. We will provide as much notice as possible including a refund of any deposits paid.

## **How to book a room**

### **Businesses/individuals should:**

1. **Contact Blackfen Community Library** to discuss with library staff how you wish to use the space, what resources you will need and availability.

**Tel: 020 8301 1433 Email: [hello@blackfencommunitylibrary.org](mailto:hello@blackfencommunitylibrary.org) or complete the booking on the website: <http://blackfencommunitylibrary.org/venue-hire/>**

2. **Once the booking date is provisionally agreed, hirers must return the following:**
  - a. Application form with £25 returnable deposit paid by cash/card or £6 payment for the meeting room
  - b. Signed Terms and Conditions
  - c. A copy of insurance documents (if necessary)

Those seeking a booking for regular event / series of events should arrange an induction session with a member of the team.

3. **Pay for the room and any other necessary charges** either in advance or on the day. Card or cash payments can be made.