

## Hiring Policy – Community Use

- Blackfen Community Library has three spaces within the library which are available for hire.
- We give priority for use to organisations and representatives from the local community.
- The final decision on user suitability lies with Library staff. It may not always be possible for groups to use the rooms.
- 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 library rooms available for hire

1. Main library and coffee shop space.
2. Interview room.
3. Space outside the interview room.

These spaces can be hired for one-off events or for regular events. The main library space can only be hired out of hours. Library staff will review the use of the interview room regularly. One-off or regular meetings can be booked up to 6 months in advance. Groups will need to fill in an application form for each booking or block booking.

### The prices

Hourly rate during opening hours	Hourly rate outside of opening hours
<i>MEETING ROOM 3m x 7.5m seats 5</i>	
£6	£20
<i>SPACE OUTSIDE MEETING ROOM seats 12-15</i>	
£10	£30
<i>MAIN LIBRARY SPACE &amp; COFFEE SHOP</i>	
Not available	£40

## Additional costs

- Hospitality for meetings (varied costs per person – we offer a range of hot/cold drinks and sandwiches/cakes – to be arranged upon request)

## Other information

- All groups using the facilities will be asked to pay a £20 returnable deposit or £6 payment for the meeting room. This deposit will only need to be paid once, irrespective of how many times a group uses the room, and will be kept until a group stops using the facility. Groups which overrun and/or leave the facility messy and untidy may have their deposit taken from them. Further charges may be made depending on circumstances.
- Groups must pay 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 may be charged the hourly rate.
- It is possible that groups, or group leaders, must have some kind of public liability insurance. 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 hire

### Groups/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 via our website; <http://blackfencommunitylibrary.org/venue-hire/>**

2. **Once the booking date is provisionally agreed, hirers must return the following:**
  - a. Application form with £20 returnable deposit paid by cash/card or £6 payment for the meeting room
  - b. Signed Terms and Conditions
  - c. A copy of the group's insurance documents (if necessary)

New groups should arrange an induction session with the Library Operations Lead.

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

