

For office use only	
Date/time of event	
Person to open/close	
Date deposit paid	
Deposit paid	£
Amount left to pay	£

Terms and Conditions for library and coffee house space bookings and functions

Details of Hirer			
Full Name			
Date of hire		Time of event	
Address			
		Post code	
Cost			
<p>The hire charge for the Library is charged per hour. However, half an hour either side of your booking is free for set up and pack down. Time needed beyond this will be charged at the hourly rate.</p>			
Booking Conditions			
<p>No booking can be confirmed until a booking form and (non refundable) deposit have been received. Failure to pre-pay the required deposit may result in the cancellation of your booking. The hirer must give two week's notice of any alteration to bookings.</p> <p>Blackfen Community Library reserves the right to cancel a booking, but undertakes to refund any deposit should this unlikely event occur. Any alterations to a booking must be advised in writing by Blackfen Community Library.</p> <p>Blackfen Community Library reserves the right to refuse a booking, without giving a reason, and to refuse entry to any individual.</p>			
Noise and Behaviour			
<p>Hirers must observe our restrictions on noise levels (PLEASE NOTE: It is essential that during the party session the hirer must check the sound levels from the outside of the building to ensure that the noise is at a reasonable level). Sound equipment must be regulated, to avoid upsetting nearby residents. Please also be considerate when leaving the library, keeping noise to a minimum.</p> <p>Unruly behaviour will not be tolerated. The Committee and/or staff reserve the right to terminate any function, or expel any person or persons attending, as a result of unacceptable behaviour.</p> <p>Only soft drinks to be consumed. No alcohol is to be brought into the premises for consumption or re-sale.</p>			
Health and Safety			
<p>No smoking in any part of the building.</p> <p>No obstructions should be placed in gangways or exits, and fire extinguishers should not be moved other than for emergency use. Hirers and their guests must respect the fixtures, fittings and furnishings within the Library.</p> <p>Please note that Blackfen Community Library accepts no liability for injury, loss or damage which</p>			

occurs on their premises. You must ensure that you have adequate protection from your own organisation's insurance or home insurance policy.

Damage

Blackfen Community Library will not be responsible for any loss or damage to property or for any injury arising during a function. Payment for such damage or breakages will always be the responsibility of the hirer, whatever the extent.

Any constructional work of any kind or the use of any electrical equipment not provided by Blackfen Community Library cannot be allowed without the written consent of New Generation. Hirers using their own equipment do so at their own risk, and shall be liable for any damage or injury caused as a result of the use of such equipment.

The Library must be left in a clean and tidy condition, with all used furniture packed away, all surfaces wiped down and cleaned, and the floor space hovered. The lights must be turned off. The setting up and putting away of tables and chairs is the responsibility of the hirer, except for conference bookings or other specific bookings where set up of the room has been agreed in advance.

I have read and agree to the above terms and conditions:

Signed Date.....