

## Terms and Conditions for Hire of Blackfen Community Library and Coffee House

### Cost

The hire charge is charged per hour. For Parties and Events, half an hour either side of your booking will be included free for set up and pack down. Time needed beyond this will be charged at the hourly rate. There is no set up and pack down time for the Meeting Room.

### Booking Conditions

Please make an initial enquiry for the date you would like your booking. When we have confirmed the date we would expect you to pay the deposit and make sure you have read and agree to the Terms and Conditions. Failure to pay the required deposit may result in the cancellation of your booking.

Blackfen Community Library reserves the right to cancel a booking, but undertakes to refund any deposit should this unlikely event occur.

Please advise us as soon as possible if you need to change a booking. For cancellations, at least 7 days notice is required or the full hire rate will still be charged. Blackfen Community Library is unable to refund your deposit but will refund any additional balance which has been paid, if you notify us in time.

Blackfen Community Library reserves the right to refuse a booking, without giving a reason and to refuse entry to any individual.

### Noise and Behaviour

Hirers must observe our restrictions on noise levels. Sound equipment must be regulated, to avoid upsetting nearby residents. Please also be considerate when leaving the library, keeping noise to a minimum.

Unruly behaviour will not be tolerated. The Library Staff reserve the right to terminate any function, or expel any person or persons attending, as a result of unacceptable behaviour.

Only soft drinks to be consumed. No alcohol is to be brought into the premises for consumption or re-sale (unless agreed with the Library first).

### Health, Safety and Insurance

No smoking in any part of the building.

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.

Please note that Blackfen Community Library accepts no liability for injury, loss or damage which occurs on their premises to people or equipment. You must ensure that you have adequate protection from your own organisation's insurance or home insurance policy.

Businesses must have Public Liability Insurance, to the value of between £2-5million, which must be attached to the booking form. If a child-related business is being run from the Library then Regulatory Body Certificates must be shown.

### **Shelving, Premises and 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 the Library. 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 hoovered. 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.

All rubbish must be removed from the library at the end of the hire.

Book shelves may be moved - but must be returned to their correct position at the end of the hire by the hirer.

Nothing is to be stuck on to the walls at the library with blutak or any other fixative.