

## Primrose Hill Community Library

### Room Hire – One off event

#### A INFORMATION

##### 1. Rooms Available

We have two rooms for hire on Tuesdays, Thursdays and Sundays between 9am and 10.30pm. On Mondays and Fridays the rooms are available from 6.30pm to 10.30pm and on Wednesdays you can hire the rooms from 10am to 12.30pm and 7.30pm to 10.30pm.

##### 2. Furniture and Equipment

There are a range of tables and chairs available for either room. There are many power sockets around the rooms and Wi-Fi is available. We also have children's tables and chairs, a flip chart and a projector which can be hired for an additional cost (details on booking form).

##### 3. Facilities

There are three toilets in the library: male, female and disabled. There are no catering facilities, but you are welcome to bring your own (cold) food and drink.

##### 4. Parking

Parking is free in the area at weekends and after 6pm on weekday evenings. Cashless parking facilities are available on Sharpleshall Street, and pay and display machines operate on Regent's Park Road.

##### 5. Access

The library will be opened 10 minutes before and closed 10 minutes after each period of hire.

##### 6. Liabilities and Responsibilities

The library staff / volunteers are responsible for ensuring that the required room is clean and tidy and available for the period of hire. The building, its contents and legitimate occupants are covered by the appropriate insurance, but PHCL cannot accept liability for any loss or damage incurred or caused by the hirer. We must limit use of the room in question to 60 people because our insurance policy limits our liability to this number. We cannot accept liability for any injury or damage if more than 60 people occupy the room. Health and safety requirements are prominently displayed and hirers must familiarise themselves with these. Fire alarms, fire extinguishers and first aid equipment are available and in good order.

The hirer's responsibilities are set out in the Conditions of Hire.

##### 7. Availability

Early booking is recommended. To check availability please ring the library on (020) 7419 6599.

##### 8. Restrictions on use

Please see under Section C - Conditions of Hire. Please phone the library office if you have any other queries about use.

## 9. Smoking Policy

There is strictly no smoking anywhere in the library.

## 10. Other Information

You are very welcome to visit the library to see its rooms and facilities at any time during office hours. Should you have any queries, or if you have used the library and wish to comment on it, please ring the library as soon as possible and ask to speak to a member of the Events team.

**We hope you have an enjoyable time at the library.**

## **B CHARGES applicable from 1st May 2012**

### 1. Standard Rate for one-off room hire

<u>Day of Hire</u>	<u>Children's Library</u>	<u>Adult Library</u>
Monday to Friday inclusive	£35 per hour	£25 per hour
Saturday & Sunday	£40 per hour	£30 per hour

**Please note that Sunday bookings will involve an additional charge of £25 to cover security costs for bookings of up to 3 hours plus another £8 per additional hour or part thereof. Evening bookings that continue after 8pm will also involve an additional charge of £8 per hour for every hour after 8pm, or part thereof, as will Saturday afternoon bookings after 3pm.**

For all bookings a refundable security deposit of £50 must be paid. Your booking will only be confirmed once your deposit has been received by PHCL. Please note that this is not a deposit against the invoice. Your deposit will be returned in full after use of the room provided there has been no breach of the Conditions of Hire (see Section C). Please allow 10 working days for the return of your deposit.

Cheques should be made payable to 'PH Community Library'.

### 2. Review

PHCL reserves the right to review these charges at least once each year. Any increase will come into effect immediately for new bookings and from the following 1st April or 1st September, whichever comes first, for existing ones. The decision of the Library Board on all charges shall be final.

The library hire charges were last reviewed in February 2015, and will remain as stated above.

## **CANCELLATION POLICY**

1. If a hirer cancels a booking between 2 weeks and 1 week prior to the event then 50% of the full fee will be returned (the £50 deposit will automatically be returned).
2. If a hirer cancels a booking less than a week prior to the event then 25% of the full fee will be returned (the £50 deposit will automatically be returned).

PHCL may, in exceptional circumstances, agree to waive these cancellation charges at its discretion.

## **C CONDITIONS OF HIRE**

### **Booking Arrangements**

1. No booking is valid without a completed contract (the Booking form duly signed) and full payment of the fee and deposit. The separate returnable deposit of £50 (either in **cash** or by **cheque**) is required to confirm the booking. **Full payment will be required at least 2 weeks before the date of hire.**
2. The deposit of £50 (which is required in addition to the hire fee), will be returned in full after the event unless deductions have to be made for any breach of these conditions. Any deductions required will be explained by the Events team.
3. The library will provide written confirmation of your booking on receipt of your deposit.

### **Access and departure**

1. Rooms will usually be available 10 minutes before hiring start time and closed 10 minutes afterwards. It is your responsibility to ensure that the room is vacated promptly.
2. The time needed for preparation and setting-up and for cleaning and putting-away must be included in the period of hire. Please note that anything attached to the wall should be done with blue or white tack as cellotape may damage the walls.
3. The library must be vacated quietly and promptly at the end of the period of hire.
4. The room hired must be left clean and tidy and ready for the next occupant.
5. If furniture and equipment has been moved, it must be returned to its original place; tables cleaned and folded, and chairs stacked.

### **Using the Library**

1. You are responsible for the health and safety of those attending your event and should immediately alert library staff/volunteers to any potential/actual hazards.
2. In the interests of local residents, no PA systems or amplifiers can normally be used in hire, and we cannot host discos. Money is likely to be deducted from your deposit if we receive complaints of noise nuisance. Please make children's entertainers aware of this.
3. In the interests of fire safety, helium or other gas cylinders and candles cannot be brought into the library.
4. Children must be supervised by an adult at all times. Children aged 5 and under should be accompanied to the toilets by a responsible adult.
5. All property is left in the building at your own risk.

### **Consideration of people and property**

1. There must be no cause for complaint from nearby residents, other users of the library or its staff and volunteers.
2. Any loss or damage incurred by the library as a result of the hire must be fully recompensed.

### **Your Data**

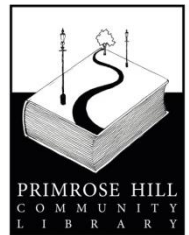
We require the below information from you in order to process your hire. PHCL takes data protection seriously and we will only use this information internally in order to contact you about the status of your booking.

We will keep your information on record and may have to share it with HMRC and our auditors when we file our accounts.

For more information, including your rights under the law, please have a look at our privacy policy which can be found on our website. A hard copy can be requested from the library.

**Primrose Hill Community Library**  
**Rooms for Hire - Booking Form**

Please complete the form below. (\*) indicates a required field.



\*Name of User: \_\_\_\_\_

\*Name of Contact: (if different) \_\_\_\_\_

\*Address: \_\_\_\_\_

\_\_\_\_\_ \*Postcode: \_\_\_\_\_

\*Contact Telephone Number: \_\_\_\_\_

\*E-mail address: \_\_\_\_\_

\*Date Required: \_\_\_\_\_

\*Time Required: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

(This period must include time for preparation and for clearing up.)

**Purpose of Hire:** (e.g. adult party, children's party, seminar, lecture)

\_\_\_\_\_

**Expected Number of attendees:** \_\_\_\_\_

**Name of Entertainer** (compulsory if using one, NO discos):

\*Facilities needed: (please tick)

Children's Library [ ]

Adult Library [ ]

Children's tables and chairs [ ]

Number of seats if needed [ ] Flip Chart (£5 charge) [ ] Projector (£30 charge) [ ]

Use of Piano (£15 charge. Children's Library Only) [ ]

**I/ We have read the Conditions of Hire and agree to abide by them** (Please tick) [ ]

**Name (Print):**

**Signature:**

**Date:**

**Please return your completed booking form with your security deposit of £50 to the Events Team at PHCL to confirm your booking.**

I have rented the Primrose Hill children's library

On:

At:

I agree to supervise the children and in particular I will ensure that:

- (a) Books will not be damaged
- (b) Children will not climb on the Wendy House
- (c) No one (adults or children) will remove the piano cover or play the piano without prior permission from the librarian, or put food or drink on the piano.

I understand that I will be held liable for any damage to the books, furniture or piano.

Signed.....

Dated.....

