

## **Primrose Hill Community Library**

### **Regular Room Hire**

#### **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 9am to 11.30am and 7.30pm to 10.30pm and on Saturdays the rooms are available from 3.30pm 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, a projector, and a piano 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. There are no storage facilities; any equipment will have to be brought and taken away each time.

##### **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 are 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 opening 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 June 2019**

**1. Standard Rate for Regular Lettings**

<u>Day of Hire</u>	<u>Children's Library</u>	<u>Adult Library</u>
Monday to Friday up to 6pm	£25 per hour	£20 per hour
Monday to Friday after 6pm	£40 per hour	£30 per hour
Saturday & Sunday	£50 per hour	£40 per hour

For all bookings a refundable 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. 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 and the decision of the Library Board shall be final.

The library hire charges were last reviewed in May 2019.

## **C PERIODS OF NOTICE**

PHCL reserves the right to close regular lettings with notice, to increase charges, or to request changes in lettings periods, to meet the wider needs of the community through the Library programme. In exceptional circumstances, the hirer may be asked to change rooms or to cancel a session. The Library board will review the programme of regular lettings at least twice a year.

At least four weeks' notice will be given either by the library or the letting for closure of a session. For lettings which are based termly, we will whenever possible give the equivalent of half a terms notice. At least four weeks' notice will be given by the library of any increase in the standard charge. The library will also provide at least two weeks' notice for closure of any specific session (barring emergency maintenance). The library requires at least two weeks' notice from any regular letting wishing to cancel a single session, or four weeks' notice for cancellation of multiple sessions.

### **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.
4. The library will invoice you monthly in advance, and it is a condition of continuing hire that you return payment within the timescale given on the invoice (30 days).

## **Monitoring and Information**

In the interests of fire safety, hirers are required to maintain an attendance register of each session giving names of participants. It is a condition of hire that the library be given access to this register if requested.

To comply with monitoring requirements the library may periodically run audits of library usage including usage by hirers. It is a condition of hire that you co-operate with providing general data if requested.

If you are running an activity open to the general public, we will ask you to supply a contact name, phone number and basic details of the activity so that people enquiring may contact you directly.

## **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 sellotape 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. During periods of hire, the person running the session is responsible for the health and safety of those taking part in that session and should immediately notify library staff and volunteers of any potential or 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.

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.

### **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.

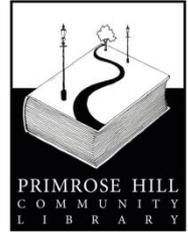
### **Your Data**

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**  
**Application for Regular Hire - Booking Form**



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

\*Name of Contact: \_\_\_\_\_

\*Name of Session: \_\_\_\_\_

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

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

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

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

\*Day/s of week that hire is requested: \_\_\_\_\_

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

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

\*Dates that hire requested for initially (From / To):

From: \_\_\_\_\_ To: \_\_\_\_\_

\*Frequency of hire (weekly, fortnightly, monthly etc.): \_\_\_\_\_

\*What activity will you be providing: (please forward PHCL a copy of any advertising material)

\_\_\_\_\_

\*What charge if any will you be making for people to attend your session?

\_\_\_\_\_

Will your session be open to the general public?

\_\_\_\_\_

How many people do you expect to take part on a regular basis?

\_\_\_\_\_

**Are you able to supply two references from a current use of another venue? If so, please put details below (name, venue address and phone number):**

**Reference 1:**

**Name:** \_\_\_\_\_

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

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

**Reference 2:**

**Name:** \_\_\_\_\_

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

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

**Please email details of your professional insurance liability policy to *bookkeeper@phcl.org*.**

**\*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)** [  ]

**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.**

**Disclaimer: Please Sign**

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.....