



# Berkeley Books -Your Community Library

School Lane, Berkeley Gloucestershire GL13 9DQ 01453 810520

[berkeleybookslibrary@hotmail.co.uk](mailto:berkeleybookslibrary@hotmail.co.uk)

[www.berkeleybooks.org.uk](http://www.berkeleybooks.org.uk)

## Hire of Premises information

**Charges** (with effect from 1<sup>st</sup> January 2018)

	Up to 3 hours (Minimum charge)	Per Additional Hour
Community Groups	£10.00	£3.00
Educational Events	£15.00	£4.00
Other/Corporate Events	£20.00	£5.00

### Additional Charges:

- Use of our audio visual equipment (DVD player/ microphone/ projector system etc.)

*A One off additional premium of 50% of the respective 3 hour rate **per session booked.***

- 'Buying in' to our Public Liability Insurance cover  
This limits the hirer's (the library) responsibility for damages to the premises or its contents to £1,000,000 for any one claim

*Cost: 10% of the **total** hire charge per booking*

*(Does not include AV Use charges)*

### Booking Policy:

A booking form must be completed and signed by the person who will take responsibility for the booking and subsequent security and safety of the premises. The booking will not be confirmed until the Library has received a completed form and full payment. A confirmation will then be issued.

### Cancellations:

Refunds will not be provided for any booking cancelled less than 48 hours before commencement of hire period, unless it is deemed by our management that in the circumstances it is appropriate to do so.

Cancellations made 2 -7 days before commencement of hire period will receive a maximum of 50% refund of monies paid.

Our management reserve the right to cancel a booking if necessary, and in such circumstances may provide a refund as is considered appropriate.

Any refund due to the Hirer will be paid by cheque.

Our management decision is final.

**Public Liability Insurance (PLI):**

Any person or organisation hiring the library **must** be covered by adequate Public Liability Insurance.

If the hirer has their own PLI they are required to supply Berkeley Books with a copy of their current certificate at the time of returning the Booking Form and payment. (Berkeley Books will keep this on file for twelve months.)

If the hirer does not have their own PLI, then they may 'buy' into ours for the booked event, at the premium listed under 'Charges' On Page 1.

**Facilities:**

Single level building.

Entrance ramp with handrail.

Free Car Park adjacent.

Seating available for up to 29 people

Kitchenette facilities include: Sink with hot & cold water, Fridge, Kettle, Microwave, Cups & Saucers, tea-spoons.

Dogs are not admitted to the building – except for Assistance Dogs

Premises Licence – Conditions do apply, please enquire.

Alcohol Licence – No

# **Berkeley Books – Your Community Library**

School Lane, Berkeley, Gloucestershire GL13 9DQ

## **Hire of Premises.**

The hirer agrees to the following conditions:

- To comply with the security arrangements for the premises and with the Berkeley Books Rules and Council Bylaws and Rules and Regulations currently in force.
  - The premises shall not be used for any purpose other than that for which they are specifically engaged.
  - That every care shall be taken to avoid any damage to the structure, furniture and fittings and decoration of the premises. Any such damage to be made good at the expense of the hirer. *No furniture other than the tables and chairs may be moved. Under No Circumstances must furniture loaded with books be moved, pushed or manipulated into a different position.*
  - To indemnify Berkeley Books, their servants and agents against any claim for loss of or injury to any person or damage to or loss of any property at the premises during or in consequence of the hiring unless it can be proved that such injury or damage was caused by any person or persons in the employ of Berkeley Books, and any volunteers for whose acts or omissions Berkeley Books are responsible.
  - To indemnify Berkeley Books against all fees and charges in connection with any musical, dramatic or cinematographic performances and to reimburse the cost of any such fees and charges which may have been made by Berkeley Books.
  - If required, to insure against liability under the preceding conditions with Insurers approved by Berkeley Books and produce to Berkeley Books such policy of insurance with the receipt for the current premium thereon.
  - To comply with the requirements (if any) of the Chief Fire Officer of the County Council.
  - To accept responsibility for ensuring all people evacuate the building safely.
  - Not to permit gaming, betting or wagering on the premises.
  - To permit Berkeley Books by its servants or agents at any reasonable time during the period of hire to enter the premises for the purpose of ensuring that the above mentioned conditions are being complied with.
  - The hiring of the library premises does not preclude library staff from undertaking their office work.
  - Specific hiring conditions relating to Berkeley Books library are attached with the Hirers Information Pages.
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**COMPLETE AND RETURN THIS FORM TO MAKE A BOOKING.**

I apply to hire Berkeley Books Library on behalf of:.....

On the following dates and times, in so doing agree to abide by the conditions of hire currently in force and to pay the sum of £..... For the hire of the premises.

Public Liability Insurance: Own PLI held & copy supplied to Berkeley Books Yes/ No

Buying in to Berkeley Books PLI at a cost of 10% of the total hire charge Yes/No

PLI amount to be paid £..... Paid (date).....

**Date (s) required**.....

**Time**.....

Purpose for which the premises are required:.....

Approx. No. of people attending .....Maximum permitted 100.

The Library Supervisor will discuss with you the specific arrangements and provision of equipment (if applicable)

Name.....

Tel. No.....

Address:.....

Signed.....

Date:.....

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**Staff Use Only:**

**Till Receipt No.** ..... **Date:**.....

**Received By**.....

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**Office Key & Intruder Alarm details issued to**.....

Date.....

Issued By.....

Other Members of Hirer Organisation who may take responsibility for access into the building:

Name.....

Name.....

Name.....