**Hire of Premises Agreement**

***Copy for Hirer***

**Berkeley Books – Your Community Library**

**School Lane, Berkeley, Gloucestershire GL13 9DQ**

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 ‘Use of Berkeley Books as a Venue’ form

SIGNED BY…………………………………………………………………………………………………………………………………………..

DATE……………………………………………………………………………………………………………………………………………………

**Hire of Premises Agreement**

***Copy for Office use***

**Berkeley Books – Your Community Library**

**School Lane, Berkeley, Gloucestershire GL13 9DQ**

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.
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* 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 the ‘Use of Berkeley Books as a Venue’ form

SIGNED BY…………………………………………………………………………………………………………………………………………..

DATE……………………………………………………………………………………………………………………………………………………

**BOOKING FORM**

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.

**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…………………………………………………………….

Email……………………………………………………………………………………………………………………………….

Address:…………………………………………………………………………………………………………………………………

Signed……………………………………………………………………….

Date:……………………………………………………………….

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

Name…………………………………………………………………………………

Name…………………………………………………………………………………

Name…………………………………………………………………………………

**Staff Use Only:**

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

**Received By………………………………………………….**

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

Date………………………………………………..

Issued By……………………………………….