**Haringey Libraries Room Hire Form**

**Please fill out this form with as much details as possible and return signed to** libraries@haringey.gov.uk **or** dawn.gobourne@haringey.gov.uk

**Your details**

Individual [ ]  Community organisation [ ]  Internal (Haringey Council) [ ]  Company (e.g. Ltd, LLP) [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| Contact name:  |    | Organisation:  |   |
| Email:  |  | Phone:  |  |
| Address:Postcode: |  |

**Booking details**

|  |  |
| --- | --- |
| Library requested: |  |
| Room(s) requested:  |    |
| Date(s) of event:  |     |
| Event name:  |   |
| Event type/description:   | *e.g. meeting, workshop, performance*  |
| Arrival / Start time:   |  *Please ensure that you include all relevant set-up and pack down time in your booking* |
| Departure / End time:   | *Please ensure that you include all relevant set-up and pack down time in your booking*  |
| Number of attendees:  |  |
| Requirements:  |   *Please detail required number of tables and chairs, room layout and any equipment needs (may incur additional charges as overleaf)* |
| Additional information :  | *e.g. additional needs of group, equipment you will be providing*  |

***Please note:*** *bookings are only provisional until payment has been received. You will receive an email to confirm your booking once your payment has been received.*

**Payments**

|  |
| --- |
| ***Office use only*** |
| Booking costs breakdown: |  |
| Total cost: |  |
| Cost code (if internal council booking):  |    |
| Holding deposit: | Yes [ ]  No [ ]  If yes, date and amount: Balance to pay:  |
| Deposit payment method: Cash [ ]  BACS [ ]  Credit/debit card [ ]  Cheque [ ]  Bank draft [ ]  |
| AG receipt no (if applicable): |  |
| Full balance payment date: |  |
| Balance payment method: Cash [ ]  BACS [ ]  Credit/debit card [ ]  Cheque [ ]  Bank draft [ ]  |
| AG receipt no (if applicable): |  |
| Payment taken by: |  |

### **SUMMARY OF CONDITIONS OF HIRE OF PREMISES**

## SUPERVISION

The Hirer shall, during the period of hire, be responsible for supervision of the premises.

The Hirer shall pay to the Council on demand an amount for any damage.

The Council shall not accept any responsibility or liability in respect of any loss, theft or damage of or to any goods or property of the Hirer.

## LICENSES/REGULATIONS

The Hirer shall be responsible for obtaining any licenses or permits or other permissions required whether for the sale or supply of intoxicating liquor, from the Performing Right Society, or otherwise and for the observance of the same.

## VACATION OF THE PREMISES

At the end of the hiring, the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition.

## CHARGES

The total hire charge shall be paid at least 28 days prior to the date of hire. In the event of an Application being made less than 28 days prior to the date of hire, payment in full must accompany the completed Application Form.

The period of hire includes the time required by the Hirer to prepare the premises for the purpose of the hire and to clear and clean up afterwards.

A late fee will be charged in respect of each hour or part of an hour during which the premises are used by the hirer after the original agreed finishing time.

## HEALTH AND SAFETY

The Hirer shall comply in all respects with the requirements of all statutory authorities including the directions issued by the Council and the provisions of the Health and Safety at Work Act 1974 and the Children and Young Persons Act 1933 and all other statutory instruments or regulations made which affect or govern the type of function being held at the premises.

Any equipment supplied by the Hirer shall be safe and fully operational.

It shall be the responsibility of the Hirer to familiarise himself with the location of all entrances and exits to and from the premises including all fire and emergency exits and the location of any fire fighting equipment. The Hirer shall ensure that all entrances and exists are free of obstruction and can be safely used and that there are no obvious fire hazards on the premises.

## CANCELLATION

The Hirer may cancel any booking for hire more than 14 days before the date of hire but shall be liable in such circumstances to pay an administration fee of 10% of the total hire charge. Where the cancellation is within 14 days of the date of hire, the Hirer could be liable to pay a cancellation fee of 25% of the total hire charge and where the cancellation is within 7 days of the date of hire the Hirer shall be liable for a cancellation fee of 50% of the total hire charge.

I agree to the terms and condition of hire:

Signature ………………………………………………………………………………..

Print Name ………………………………………………………………………………