THE LIBRARY, BOKER LANE, EAST BOLDON. NE36 0DJ.

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Tel 0191 536 4368

# BOOKING REQUEST FORM

**Please provide details of the person to be invoiced**

**Name**…………………………………………………………………………………

**Address** ……………………………………………………………………………

…………………………………………..**POST CODE** ……………………………

**Tel No**. (mobile) ……………………..**Tel No**. (landline) ………………………..

**Email:** ……………………………………………………………………………….

Date(s) of Booking …………………………………………………………………

Time(s) (from) …….………………………………………………………………..

(to) ……..…………………………………………………………………..

Number of sessions: ………………………………………………………………

Meeting room… Main Library…

Nos. Expected to Attend: ……………. Name of group: …………………………

Type of activity/business: i.e. craft, training, education …………………………..

## Please indicate requirements (please circle as appropriate)

Projector Flipchart Desktop PC’s

Room layout Boardroom Classroom

Refreshments: Tea Coffee Biscuits

Soft drinks/water

(at an extra charge for refreshments)

Please verify that you have read the terms and conditions of your booking and confirm that all information is correct.

Signed …………………………………………. Date …………………………

# ROOM HIRE – TERMS AND CONDITIONS

Requests for room hire can be made by telephone, email, writing or calling into The Library – and will normally be responded to within 7 days.

1. We reserve the right to terminate future bookings if meetings or activities result in damage to property or cause disturbance or disruption to the library or other users.
2. Normally a suitable deposit will be required in advance of the booking.
3. For bookings outside normal opening hours, there may be an additional charge to provide for cover to open and close the building.
4. All invoices will be calculated within the scale found in our hire charge document. All bookings must start and end at the agreed time or may be subject to additional charges being incurred.
5. In the event of non-arrival or cancellation of the event full booking costs will be charged.
6. We do not accept liability for the loss or damage to personal effects belonging to the hirer, their delegates, staff or visitors.
7. The hirer will be liable for all and any damage caused to any room, facility, furniture or equipment caused by acts or omissions of their delegates, staff or visitors.
8. The hirer, their delegates, staff and visitors are required to comply with all health and safety, fire and general instructions issued.
9. The Library is a no smoking/vaping building.
10. Where the hirer requests the use of ICT equipment they must accept that memory sticks and/or other devices cannot be used without the permission of The Library.
11. Catering requests should be made at the time of booking on the form provided.
12. The hirer is responsible at all times for the supervision of any children attending their booking.

### HIRE CHARGES

#### Meeting room

Voluntary/Charity Organisations £10 per hour or part thereof

Business Organisations £20 per hour or part thereof

Please note this room can accommodate up to 12 around a boardroom style table, and around 24 in a classroom set up.

## Main Library

Voluntary/Charity Organisations £20 per hour or part thereof

Business Organisations £30 per hour or part thereof Please note that out of normal opening hours the main library can accommodate up to 40 people seated in a classroom set up.

## Refreshments

Tea and Coffee are offered at an extra charge.

Soft drinks and biscuits are also available. Please ask for prices.

## Note

An extra charge of £5.00 per session will be levied for bookings outside normal library hours, as a Trustee or volunteer will need to open and close the building. No keys can be handed to groups owing to restraints on insurances.

Normal library hours are 10-5 Monday, Tuesday, Thursday and Friday and Saturday 10-1.

Please allow time for setting up and clearing the room of your personal belongings within the time booked.

**For Office use only**

Hourly rate

Number of hours

Out of hours premium

Refreshments

Total cost