

Meeting and Interview Rooms Information Sheet

Ramsey Library, 25 Great Whyte, Ramsey,
Huntingdon, PE26 1HG, Tel: 0345 045 5225

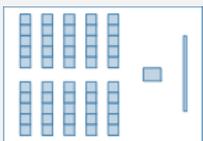
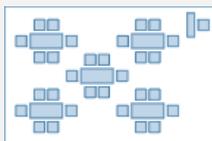
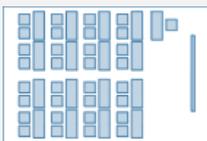
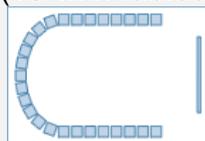


Facilities available

Maximum no of users	35 seated – meeting room (7 x 6m) 3 seated – interview room (2m x 3m)
Tables and chairs	Meeting Room: 6 folding tables, measuring 50 x160 cm and 35 chairs Interview Room: 1 table 2 chairs
Resources	Flipchart and pens Portable hearing loop Free Wi-Fi (for Cambridgeshire library-registered users)
Kitchen facilities	Hydro Boiler Dishwasher Fridge
Crockery/cutlery	50 mugs, 20 cups and saucers, 10 serving plates, 50 sets of cutlery, 20 teaspoons 40 glasses, 2 glass jugs 40 plastic children's beakers and 4 jugs
Parking facilities	Disabled car park spaces nearby on Great Whyte and town car parks

You are welcome to bring your own tea, coffee and milk etc for use in the kitchen. However, we regret that no food can be prepared in the kitchen. If food is required the contact details of local caterers can be supplied on request.

Meeting Room capacities

Theatre	Cabaret	Boardroom	Classroom	Horseshoe
35 people	30 people	20 people	12 people	20 people (15 with tables)
				

Please note that these are examples of how you may wish to configure the room using the furniture available, but setting the room up is the responsibility of the hirer.

Charges per hour

	Commercial	County/Partner	Community
Meeting Room	£21.25	£11.75	£7.15
Interview Room	£14.50	£7.15	£5.60
Flip chart and pens	£2 additional hire fee		

There is no charge for Cambridgeshire Libraries, Archives and Information use.

It is County Council policy that whenever possible cash payment should be made on the day of hire. A till receipt will be given as proof of payment. Alternatively, you can request to be invoiced, but an administrative charge of £2.00 per invoice will be made for sums under £50.00. No additional charge will be made for sums over £50.00.

Times of availability

The library is currently open at the following times and rooms can be hired at any time within these hours effective from 1st April 2012:

Monday	10.00am-5.00pm (partner led)
Tuesday	10.00am - 5.00pm
Wednesday	10.00am-4.00pm (partner led) 4.00pm - 7.00pm
Thursday	10.00am - 5.00pm
Friday	10.00am - 1.00pm
Saturday	10.00am - 1.00pm
Sunday	Closed

It may be possible to hire rooms outside of opening hours, please speak to a member of staff for more information.

For further information, or to make a booking, please email Ramsey.libraryvenues@cambridgeshire.gov.uk, telephone 0345 045 5225 or visit www.cambridgeshire.gov.uk/library

Terms and Conditions of Hire

1. The following cancellation charges apply:
More than 21 days notice = 0% charge of the total charge
14 to 21 days (inclusive) notice = 25% charge of the total charge
7 to 13 days (inclusive) notice = 50% charge of the total charge
6 days or less notice = 100% charge of the total charge
2. In the event of the hire charges being increased, the rate to an individual or organisation will remain as confirmed in writing at the time the booking was made
3. Please include sufficient time in your booking for setting up and clearing the room (setting up and returning furniture to its original location, A/V equipment, cleaning and returning crockery, cutlery etc)
4. The hirer of the premises, grounds or equipment will be held responsible for any damage to the premises, grounds or equipment or contents of the same, caused during the term of the hire, and will be responsible for the cost of repair and replacement of the damaged property
5. If any additional expense is incurred in the removal or replacement of furniture or any exceptional cleaning becomes necessary, in consequence of the hire of the premises, the persons hiring the building will be notified and will be responsible for any such expense
6. We accept no responsibility for indirect or consequential loss should a booking be altered or cancelled
7. The County Council does not seek to absolve itself nor any of its employees from liability as owners/occupiers of the premises
8. The hirer is responsible for completing a risk assessment and must be sufficiently familiar with the fire and evacuation procedure before a meeting or event may commence. Particular attention is drawn to the observation of the fire and safety regulations displayed in the library
9. Alcohol may not be served on the premises and the relevant licence must be obtained by the hirer for any licensable event or activity.
10. A no smoking policy applies throughout the building and grounds
11. Private parties are not permitted
12. To ensure the safety of electrical equipment, it is the responsibility of the hirer to perform a user check on any equipment brought onto the premises, e.g. a laptop.
13. Public liability insurance is a requirement for all bookings with an indemnity level of £5 million. Commercial users and hirers must have their own Public Liability insurance and will need to provide a copy of the certificate. Non-commercial and non-profit making groups can sign up for the Cambridgeshire County Council public liability scheme if they do not have suitable cover. The cost to the hirer will be 7% of the total hire charge. Please allow a few minutes before the start of your booking to make arrangements.
14. Hirers agree to abide by the councils acceptable use policy (AUP) for accessing the Internet (where available).
15. Bookings cannot be accepted more than 12 months in advance

Out of Hours Hire

16. The hirer may need to provide a refundable key security deposit of £20 and keys must be collected during the Library's scheduled opening hours in advance of your booking. The hirer must notify the Library at once if the keys are lost. The key security deposit will be retained if the keys are lost by the hirer. The hirer will be responsible for the costs incurred if it is necessary to change the locks as a result of loss
17. Proof of address may be required from the hirer when booking. Acceptable documentation for proof of address includes: Cambridgeshire library card & pin, Bank, Building Society or Credit Union statement, Current driving license, Utility Bill/Utility Statement or Certificate/Letter from a supplier of utilities, Local authority tax bill/council tax bill for current year
18. A surcharge will apply for staffed out of hours hire. Weekdays: £12.50/hour, weekends: £18.50/hour
19. Staff may be present during out of hours hire, to perform backroom tasks. Please inform us if this will affect your booking