

Milton Road Library

Ascham Road,
Cambridge,
CB4 2BD

Community Hub Facilities, Room Hire Terms & Conditions and Booking Form

bookings.centrallibrary@cambridgeshire.gov.uk



Cambridgeshire
County Council



Facilities:

| | |
|----------------------------|--|
| Maximum no of users | Recommended maximum 40 |
| Tables & chairs | 30 x plastic stacking chairs available to order (These must be ordered in advance, they are subject to availability) |
| Facilities | Small kitchenette (restricted access) Accessible Toilet Free Wi-Fi (authentication by email required) Screen and Projector (These must be ordered in advance, they are subject to availability) |
| Parking facilities | On street, disabled bay outside the library |

How to Book:

Complete the form below:

- hand to member of staff at Milton Road Library;
- send it by email to Bookings.CentralLibrary@cambridgeshire.gov.uk;
- telephone 01223 728 530

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Times of availability

The Library is available for bookings outside of library opening hours, which are:

| | |
|------------------|------------|
| Monday | 9am - 5pm |
| Tuesday | Closed |
| Wednesday | 9am - 5pm |
| Thursday | 3pm - 6pm |
| Friday | 3pm - 6pm |
| Saturday | 10am - 3pm |
| Sunday | Closed |

Outside these hours, hirers may use the whole of the library building, but please note that access to the building and moving the library furniture is strictly self-service.

Conditions of Hire:

1. There is no expectation of silence during library hours, however, noisy activities, e.g. band practice, will **not** be appropriate to avoid disturbing library users and library neighbours.
2. Please discuss your plans with staff if you are unsure whether this is a suitable venue for you.
3. Please include sufficient time in your booking for setting up and clearing the room - setting up and returning furniture, A/V equipment etc. 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. Cambridgeshire County Council cannot accept any responsibility for any loss, damage or accidents that occur during occupation of the premises.
7. 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 which are displayed in the room information folder.
8. Alcohol may not be served on the premises and the relevant licence must be obtained by the hirer for any licensable event or activity.
9. A **no** smoking policy applies throughout the building and grounds.
10. Private parties are **not** permitted.
11. 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.
12. Hirers agree to abide by the councils acceptable use policy (AUP) for accessing the Internet (where available).
13. Bookings cannot be accepted more than 12 months in advance.

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Terms of Hire:

Room-hire Charges

14. All bookings: £7.50 per hour.
15. Room hire is VAT-free (0% VAT).
16. Payment by cash or cheque can be made at the library counter during opening hours. Please note that invoices for any amount less than £50 will incur a £2 administration fee.

Insurance:

17. Public liability insurance is a requirement for all bookings with an indemnity level of £5 million.
18. Commercial users and hirers must have their own Public Liability insurance and will need to provide a copy of the certificate.
19. 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.

Out-of-hours Bookings:

20. The hirer will be provided with a key and instructions on security. They must be collected from the library in advance, during normal library opening hours.
21. A refundable key security deposit of £20 will be required which will be retained if the keys are lost by the hirer. The hirer will also be responsible for the costs incurred if it is necessary to change the locks as a result of loss which should be reported immediately.
22. Proof of address must be provided by the hirer when booking. Acceptable documentation for proof of address includes: 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.
23. Note that a contact number for emergencies such as floods is provided but usually no member of staff will be on duty in the library building; it is essential that hirers familiarize themselves with the arrangements and ask any questions in advance.
24. Staff may be present during out of hours hire, to perform backroom tasks. Please inform us if this will affect your booking.

Cancellation:

25. Cancellation charges:
 - 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
26. 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.
27. Cambridgeshire County Council accepts **no** responsibility for indirect or consequential loss should a booking be altered or cancelled.

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Booking Form:

| | |
|--|---|
| Title of Event | |
| Date/s Required | |
| Time Required | From: to: |
| Nature of Activity | |
| Organisation (tick one) | Community, name: Commercial, name: Private individual |
| Legal Liability Insurance (tick one) | Council Cover required Copy Certificate will be provided |
| Contact Name | |
| Contact E-mail | |
| Contact Telephone | |
| Address: | |
| | Postcode: |
| Out-of-hours Booking ID Proof Provided (tick one) | Bank, Building Society or Credit Union Statement Current Driving License Utility Bill/ Statement or Certificate/Letter Utility Supplier Local Authority Tax Bill/Current Year Council Tax Bill |

Declaration:

- I hereby indemnify the Cambridgeshire County Council against all claims in respect of injury, loss or damage (including damage to library premises) arising from this/these event/s. I understand that, in requiring this undertaking, the County Council does not seek to absolve itself nor any of its employees from liability as owners/occupiers of the premises.
- I have read and accept the conditions of hire above and I accept responsibility for observance of the fire and safety regulations.
- I confirm that legal liability insurance arrangements are in place.
- I agree to pay the fee and any charges incurred by this hire.
- I am over 18 years of age.

Signature of Contact* Date.....

*E-submission from the E-mail address given above is acceptable.

Fee:

| Type of Booking | Cost per Hour | No. Hours | Sub-total | Insurance if required @ 7 % | Office Use Only |
|-----------------|---------------|-----------|-----------|-----------------------------|-----------------|
| Community Group | £7.50 | | £ | £ | |
| Other Bookings | £7.50 | | £ | N/A | |