

WHITTLESEY LIBRARY MEETING ROOMS

Whittlesey Library, 31-35 Market Street Whittlesey, Cambs, PE7 1BA
Tel 0345 045 5225 Fax 01733 208293



Facilities available

Size of rooms	Meetings Room L shaped 22ftx18ft
Maximum no of users	Meetings Room: 25 seated
Tables	2 6'x2', 3 folding 2'6" x5'
Display board	White board & pens
Resources	Free WiFi Data projector Flipchart and pens Portable Hearing loop
Kitchen facilities	2 kettles
Crockery/cutlery	Teapot, milk jug 28 cups/saucers 9 dinner plates, 4 desert plates, 4 tea plates, 4 bowls, teaspoons. 12 glasses & water jug
Parking facilities	Public car parks only

You are welcome to bring your own tea and coffee, or we can provide these at a cost of 30p per cup (50p with biscuits) on a self-service basis. No food may be prepared on the premises, but details of local outside caterers can be supplied on request.

Charges (per hour)

	Commercial	County/Partner	Community
Meeting Room	£14.00	£9.00	£6.00
Use of Projector	£10		
Flip chart & pens	£2		

There is no charge for Cambridgeshire Libraries, Archives or the Cromwell Museum. Payment is preferred on the day of hire. A till receipt will be given as proof of payment. Alternatively, you can be invoiced, but an administrative charge of £2.00 per invoice will be made for sums under £50.00.

Times of availability

Monday	9.00-5.00
Tuesday	9.00-1.00
Wednesday	9.00-12.00
Thursday	Closed
Friday	9.00-5.00
Saturday	09.00-1.00
Sunday	Closed

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. Cambridgeshire County Council cannot accept any responsibility for any loss, damage or accidents occurring during occupation 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