



Llyfrgell Maindee Library

Room hire and conditions of use policy

Definitions

Booking means the date(s) and time(s) nominated by the Hirer on the Hirer's application form and agreed with Maindee Unlimited.

Room means the room or space nominated by the Hirer on the Hirer's application form.

Equipment means the set of tools, devices, kit, that is available for each Room.

Hirer means the person or organisation nominated on the application form.

1. Use of room

The Room may be used for commercial and community use including but not limited to meetings, seminars, conferences, training, performances and exhibitions.

2. Permitted use of room

The Hirer must only use the Room for the use set out in the application form and in accordance with these Terms and Conditions of Hire.

Hire fee and bond

Hire Fee – The Hire Fee must be paid by a method set out in the application form upon making application to book a Room. If the Booking is not accepted, the Hire Fee will be fully refunded.

At the discretion of Maindee Unlimited generally the venue hire will be limited to maximum hire (Monday to Sunday) of 10 hours per week. Fees are subject to change on an annual basis (financial year)

Bond - A Bond of £100 may be required upon making application to book Rooms. If there is any damage done to the Room, mess left in the Room or uncleanliness, Maindee Unlimited may reinstate the Room to its original condition, apply the bond towards the cost and invoice the Hirer for any additional costs which the Hirer must pay. If the Booking is not accepted, the Bond will be fully refunded.

3. Cancellation and termination

Cancellation - If the Hirer cancels in writing by email (info@maindee.org) to Maindee Unlimited 48 hours or more prior to the Booking, the Hire Fee and any Bond will be fully refunded.

If the Hirer cancels the Booking in writing to Maindee Unlimited less than 48 hours prior to the Booking, the Hire Fee will be forfeited and any Bond will be fully refunded.

Maindee Unlimited can cancel the Booking at any time at its sole discretion without recourse by the Hirer. If Maindee Unlimited cancels the Booking, the Hire Fee and any Bond will be fully refunded.

Termination - Maindee Unlimited reserves the right to terminate the Booking and expel the Hirer including the Hirer's invitees and guests due to any breach of these Terms and Conditions of Hire and/or misconduct by persons in the Room at its sole discretion and if the Booking is so terminated, the Hire Fee and any Bond will be forfeited.

4. Access, security and emergencies

Parking – No parking will be provided by Maindee Unlimited to the Hirer.

Access - Maindee Unlimited will make available for collection by the Hirer an access key or card where appropriate. If an access key or card is not returned within 48 hours of the conclusion of the Booking, the Hirer must pay a replacement fee of £5 unless such fee is waived by Maindee Unlimited.

Access to Room after hours – The Hirer must include set up and pack up time in room booking application. The Hirer must not access the Room outside of the Booking including for set up and pack up.

Security – At the time of confirmation, Maindee Unlimited may require that the Hirer provide external security for the Booking and if required, the Hirer must comply with Maindee Unlimited requirements at its cost.

Emergencies - The Hirer must be aware of all Emergency Procedures and nominate a person to be in charge of complying with the Emergency Procedures in the event of an emergency. Further, all emergency exit doorways and passageways must be clear and unobstructed at all times.

5. General conditions

Full compliance – The Hirer must ensure that all invitees and guests of the Hirer strictly comply with these Terms and Conditions.

Enjoyment and respect of others – The Hirer must keep noise levels reasonable and must not cause a nuisance or be offensive.

Appearance and Cleanliness – The Hirer must keep the room clean and tidy at all times. More specifically, immediately before the Booking concludes, the Hirer must clean and wipe down all table tops, benches and like surfaces, and remove all rubbish and waste from the Room to appropriate bins (if there is a large amount or excessive rubbish and waste, the Hirer must dispose of same appropriately at the Hirers expense).

Cleaning - The Hirer is liable for any additional cleaning costs if the room is left in an unclean state which must be paid to Maindee Unlimited in the same manner that the Hire Fee was paid within 7 days of being invoiced.

Set up and pack up - The Hirer is responsible for setting up the Room and returning the Room to its original location within the time of the Booking, unless Maindee Unlimited has agreed otherwise. The Hirer must not drag any Equipment or furniture across the Room and must move all Equipment and furniture safely.

Additional furniture and things - Additional furniture and things other than small items and stationery cannot be brought into the Room unless prior consent is given by Maindee Unlimited..

Anything brought into the Room by the Hirer must be removed from the Room within the time of the Booking. For the avoidance of doubt, the Room must not be used by the Hirer for storage.

Decorations - Talcum powder, confetti, glitter, streamers, helium balloons or similar decorations are prohibited from the Room unless prior written consent is given by Maindee Unlimited.

Flammable substances and poisons - Flammable substances and poisons are prohibited from the Room.

Crockery / Cutlery – Maindee Unlimited can provide a catering service at a charge of £1 per drink and biscuit. The Hirer does not have any right to use catering facilities and may not provide beverage making facilities, crockery or cutlery in meeting rooms

Storage –Storage of any nature (long or short term) is not available.

Venue capacity - Occupancy numbers in the Room must not exceed Room capacity.

Gambling and illegal activity - No gambling or illegal activity is allowed. For the avoidance of doubt, illegal activity includes but is not limited to breaches of food related legislation. Should the Hirer's use of the Room involve the sale of food, or other food handling activities, then the Hirer must meet all prevailing food handling and management regulations. Prior written approval from Maindee Unlimited will also be required for the sale of food.

Health and safety – The Hirer must use the Room in a safe manner and keep all invitees and guests of the Room safe.

No transfer - The Booking cannot be transferred in part or in whole or assigned.

Damage - The Hirer is liable to Maindee Unlimited for any damage done to the Room or Equipment.

Incident, damage and potential controversy reporting – The Hirer must promptly report to Maindee Unlimited any complaint or incident including but not limited to any injury, food poisoning, allegation of theft or criminal activity, security risk or anything likely to cause controversy and any damage done to the Room or Equipment.

Publicity and display of material – Any material to be publicly circulated and displayed by the Hirer in relation to use of the Room and any notices or posters fixed to any wall must first be approved by Maindee Unlimited.

Promotion and other costs - Maindee Unlimited is not responsible for promoting the Hirer's use of the Room or liable for any cost associated with the use unless otherwise agreed.

6. Insurance

If the public will use the room as part of the hire the Hirer must be the holder of, or be covered under a current public liability insurance policy, underwritten by an insurer authorised to conduct insurance business in the UK. A copy of a relevant policy must be provided on request..

Uninsured "non-profit" community groups, or private groups may qualify to be covered under Maindee Unlimited own insurance policy provided they fulfill Maindee Unlimited's insurer's requirements. It is the responsibility of the Hirer to receive written confirmation of this from Maindee Unlimited in advance of the Booking if the Hirer considers that it is eligible.

7. Release and indemnity

Release - Maindee Unlimited is not liable for any loss, damage, death or injury suffered or sustained by the Hirer or any guest or invitee of the Hirer in connection with the use of the Room and the Hirer releases Maindee Unlimited from all liability for any such loss, damage, death or injury.

Indemnity - The Hirer indemnifies and holds harmless Maindee Unlimited and its employees, agents and invitees against all claims resulting from any loss, damage, death or injury suffered or sustained in connection with the use of the Room.

Settings - All equipment and rooms must be returned to standard settings and/or the condition to which it was hired. Standard setting will be advised by Maindee Unlimited once booking confirmed.

Food and Beverage – No food and beverage may be consumed in the Room.

8. Permits and statutory obligations

Copies of relevant permits and licences are to be provided to Maindee Unlimited prior to the booking.

Alcohol and Entertainment - Consumption and possession of alcohol by the Hirer or any regulated entertainment must comply with all prevailing Licensing requirements.

No interference - The Hirer must not interfere with or alter any of the electrical installations, lighting, sound systems or other technical instruments.

Technical expertise – Hirers of technical equipment, such as data projectors, must demonstrate an ability to use the equipment prior to confirmation of the booking.