

#### Booking Form \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Library

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| --- | --- |
| **CONTACT NAME** |  |
| **NAME OF COMPANY** |  |
| **PROOF OF IDENTITY**  *One form of photo ID is required; details of what was provided and checked must be shown* |  |
| **ADDRESS** |  |
| **TELEPHONE NO.** |  |
| **EMAIL ADDRESS** |  |
| **DATE REQUIRED** |  |
| **ARRIVAL TIME** |  |
| **DEPARTURE TIME** |  |
| NUMBER OF ATTENDEES *Insert restrictions as required* |  |
| ROOM LAYOUT *If you have any specific requirements, please speak to the Library concerned* |  |
| DETAILS OF USE *– Brief description of the event/purpose of the hire, and entertainers/speakers, with full details* |  |
| EQUIPMENT REQUIRED *If you have any specific requirements, please speak to the Library concerned* |  |
| **CHARGES**  Hire Charge:  Public Liability Insurance:  *(All bookings must have £5m public liability insurance cover; a copy of the insurance certificate must be retained by the Library. In the event of the hirer not having insurance, we can arrange cover for either 10% of the hire charge for commercial and partner use, or a flat fee of £15 - whichever is the higher amount. This also applies to Community Use where the room hire is free of charge. This will be confirmed by the library manager in advance.)* |  |

This form must be completed and returned to the Library with the insurance certificate at least 10 days before the intended hire of the room – a Risk Assessment will be prepared based on the information given on the booking form, which the Hirer will be required to sign.

**<Hirer>**

I have read, and will ensure observance by persons using the premises of, the Council’s conditions of hire. I agree to be responsible for making good any loss or damage to the premises or equipment resulting from this hiring and will ensure that the premises are in good order at the end of each session.

I confirm that public liability insurance has been obtained in respect of both the hirer’s liability to the public and their liability to the Council under the terms of this hire with a limit of indemnity of at least £5,000,000.

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

Name …………………………………………………………………………

Position held …………………………………………..

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Library**

I approve this hire on behalf of Oxfordshire County Council, and confirm that any necessary licence (alcohol/ entertainment) and insurance cover are held.

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

Name .……………..…………………………………………………………..

Position held.…………..……………………………………………………………..

**Hiring of Council Premises**

**General Conditions**

1. Oxfordshire County Council has a duty to ensure proper use of its premises.
2. Application for use of Council premises must be made to the Head of Establishment on the attached form and must be accompanied by the appropriate payments in advance of the date on which the premises are required. No booking will be confirmed unless payment is made in full at the time of the approved application. In case of certain regular bookings, it is possible to make arrangements for payment to be made at agreed times. These payments are not returnable if the hire is approved and is not then used, but payment so made may be credited towards subsequent periods of hire.
3. The Hirer shall leave the Hire Accommodation in as good order, remove, and take away all refuse and in as clean a condition as at the commencement of the hiring and if default is made the Hirer shall pay to the Council a reasonable charge for putting the Hire Accommodation in order.
4. Alcohol may not normally be consumed on the Council’s premises, but this restriction may be waived in special circumstances. Where agreement is given for the consumption of alcohol, the hirer must accept responsibility for compliance with the licensing laws.
5. If the premises are suitable and to be used for dance, concert or stage performance, the hirer must obtain a necessary licence, unless the establishment already owns an annual licence.

* Leisure and Entertainment Licence: obtainable from the appropriate District Council
* Liquor Licence: obtainable from the appropriate District Council

1. Any piano/keyboard must not be moved without the consent of the head of establishment.
2. The time of hiring must be strictly adhered to and access to the premises for preparatory work in connection with the hiring must be covered by an extension of the hiring period.
3. The hirer must ensure that adequate supervision is available at all times and see that no unauthorised persons are permitted to enter the premises. All security and fire precaution measures must be adhered to.
4. The use of the premises shall not be granted for any purposes that may appear questionable or undesirable or which interfere in any way with the operational activities of the establishment.
5. If the accommodation is being hired for use with any group delivering a service to children or adults with care and support needs then Oxfordshire County Council have the right to request sight of the User’s child protection/safeguarding policy and require the User to sign a separate declaration (Appendix 1) confirming that these policies and procedures will be followed in full.
6. The premises shall not be used for any purpose or event which does not uphold fundamental British values as defined within the Counter-Terrorism and Security Act 2015. The hirer will not seek to express or allow any individual in their organisation to express radical or extremist views
7. The laying of any composition or other preparation on floors is prohibited.
8. No screws or nails shall be driven into the premises or furniture and no placards shall be affixed to any part of the premises. Those responsible for the hire of the premises shall prevent anyone sitting or standing on the windowsills, or standing on chairs, tables or equipment.
9. The hirer shall take good care of, and shall not cause damage or permit or suffer any damage to be done to the hired premises, or any part or parts thereof to any fittings, equipment or other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act or neglect of himself, his servants, agents or any person resorting to the hired premises by reason of the use of the hired premises by him/her.
10. It shall be the responsibility of the hirer to satisfy himself/herself that the premises, furniture, fixtures and fittings are fit for his/her purpose.
11. The hirer shall undertake not to infringe any copyright and shall undertake to indemnify the Council against all proceedings, actions, claims and demands which may be taken or made against the Council for any alleged infringement of any copyright.
12. Smoking in the premises is prohibited.
13. The hirer agrees to pay the additional fee (included in the total charge) for public liability insurance arranged by Oxfordshire County Council, who undertake to effect policies of insurance providing the hirer with indemnity for all sums up to a maximum of £5,000,000 which the hirer becomes legally liable to pay as compensation arising out of accidental bodily injury and/or illnesses to members of the public or accidental loss or damage caused to property, not owned by the hirer, which arises out of the use of premises. There is an excess payable by the hirer for each claim.
14. Where public liability insurance cover has not been arranged by Oxfordshire County Council, the hirer confirms that insurance cover in respect of both the hirer’s liability to the public and their liability to the Council under the terms of this hire has been arranged with a limit of indemnity of at least £5,000,000. A copy of the certificate of insurance must be provided to the head of establishment before the hire takes place.
15. All means of escape, security and fire precaution measures, instructions and notices must be adhered to during the hire.
16. This agreement shall be personal to the hirer who shall not be able to assign it to any other party.
17. No noise or nuisance shall be created during the period of hire which causes any unreasonable disturbance to the Council’s property or to any activities been carried out there.
18. This agreement can be terminated by either party on one month’s notice in writing to the other, or immediately by the Council on written notice to the hirer by reason of any breach of this agreement without reimbursement of payments.

**24. Charges**

24.1 The Hirer agrees and undertakes to pay Oxfordshire County Council according to the current charging policy

24.2 The Hirer shall pay charges in advance of use and within 14 days of confirmation of the booking

**25. Cancellation**

25.1 Oxfordshire County Council reserves the right to cancel a booking but will endeavour to give notice in non-emergency situations.

25.2 Cancellations by the Hirer must be given to the Library Manager as soon as possible and then in writing / email to act as confirmation.

25.3 The Hirer can request a partial refund (75% of the original charge will be refunded) if cancelled totally. Alternatively, the library manager can re-issue the charge for further hire in the case of postponement.

25.4 Oxfordshire Libraries reserves the right to stop any talks and/or performances or any other aspects of an Activity it deems in its sole discretion to pose a risk, be inappropriate, offensive or against OCC policies; Oxfordshire Libraries decision is final and non-negotiable.

**26. Review of the Charges**

26.1 Hire charges for room(s) are reviewed by Oxfordshire Libraries / OCC on an annual basis and implemented every April. Any agreements made for the next financial year are subject to possible change.

1. **Health and Safety**

As the hirer:

* You are responsible for ensuring that no activity takes place that might endanger the general health and safety of any person present in the building. If you are involved in activities on the premises where injury or damage may be possible you must provide us with a Risk Assessment, method statement and appropriate liability insurance in advance.

* You are responsible for familiarising yourself with the fire evacuation procedures of the premises, and for passing this information onto anyone using the room you have booked. You should ensure that you have sufficient staff/supervisors to oversee the evacuation of all room users in case of emergency.
* It shall be the responsibility of the Hirer to familiarise themselves with the location of all entrances and exits to and from the premises including all fire and emergency exits and the location of any firefighting equipment.
* The Hirer shall ensure that all entrances and exits are free of obstruction and can be safely used and that there are no obvious fire hazards on the premises.
* You must have permission from us to bring any equipment onto our premises. Any equipment you bring onto the premises is done so at your own risk and any loss or damage to your property is your responsibility. You must advise us in advance of any electrical equipment you plan to bring onto the premises. Such equipment must be fit for use and display a current PAT test label. If we see you using equipment without a PAT test label that we deem unsafe we can ask you to stop using it. If you refuse to stop using your equipment any future bookings you have with us, confirmed or otherwise may be subject to cancellation.

Terms of payment will be agreed with the library manager in advance. This can be via invoice or direct payment at the library by cash, card or cheque. All cheques to be made payable to *Oxfordshire County Council*.

Please return completed form and insurance certificate to:

*Name*

*Address 1*

*Address 2*

*Address 3*

*Town*

*Oxon*

*Postcode*

Telephone: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: [­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](mailto:clare.wilson-jarvis@oxfordshire.gov.uk)