

THE LIBRARY

Confirmation of booking details will be sent via email to the client.

Terms and Conditions of Business

1 Booking conditions and payment

- a** The Library reserves the right to release the event date if The Library has not received a signed copy of the terms and conditions of business from the client within ten working days of it being sent to the client.
- a** A deposit of £100 will be required to guarantee any booking. In case of additional costs, the sum will be deducted from this deposit.
- b** Full payment for all events will be required ten working days before the event. Specific levels of deposits and their due dates are listed in this document. All deposits are non-refundable irrespective of cancellation terms set out in section 6.b.
- c** For last minute bookings The Library may agree on special arrangements at its discretion.
- d** An additional charge of £10 per hour will be required for any events that run over. Last orders at the bar are at managements discretion. There may be additional charges for clients if access is required before or after events.

2 Additional costs

The Library reserves the right to charge (in addition to the Hire Fee and the Deposit) a fee for the following:

- a** The cleaning and, where necessary, the repair of the premises; and
- b** The provision of additional Library staff and/or services prior to and/or during the event, for example equipment and technical assistance in the case of room hire only events.

3 Health and safety

The Client agrees and accepts responsibility for abiding with the The Libraries Health and Safety policy and confirms that it will make all attendees aware of the The Libraries Health and Safety policy before an event starts.

4 Insurance

- a** The client shall be responsible for arranging their own insurance to cover any potential loss due to theft, damage, cancellation or postponement of the event (howsoever caused).

b Where the client is hiring electrical, computer, audiovisual or other equipment from the Library, the client will remain responsible for this equipment throughout the period of their use and/or occupation of the Library facilities and beyond this unless a handover of the equipment is initiated by the client, and between the client and a responsible member of The Libraries staff, prior to the clients departure from the premises.

c It is jointly agreed that the The Library has the right to remove and dispose of any goods or articles remaining on the premises upon the expiry of the period of the clients use and/or occupation of Library facilities without any liability whatsoever.

5 Client's/Libraries warranties, undertakings and obligations

a It is agreed that no food or beverages may be brought onto the premises by the client, its visitors or staff, or other persons for consumption upon the premises.

b All trade/sponsors will need to be approved by the Library and may incur an additional charge.

c Kitchen use, and use of any stage equipment may entail additional costs that will be laid out upon booking, the cost, or waiving of cost, is at the discretion of The Library.

d Decorations must be cleared by the client, additional charge will be added for cleaning if this is not adhered to (confetti is NOT PERMITTED under any circumstance and cleaning charges will be deducted from clients deposit.

e Any alterations to event bookings by the client must be sen to The Library in writing at least ten working days prior, Libraries discretion whether these will be applied, and additional charges may be incurred to the client.

f Events will close at the agreed time upon booking, last orders at the bar are at The Libraries discretion on the night

6 Cancellation/alteration/termination

a The Library reserves the right to cancel any booking without notice, where no signed contract and room bookings agreement form accepting terms and conditions of business exists or where deposit payments are not made within timeframes outlined in the contract.

b The Library reserves the right to cancel any contract should unforeseen circumstances prevent the use of the premises. Any deposit paid will be refunded in full.

c For cancellations made in writing and received:

- more than four weeks prior to the date of the event there will be a cancellation charge of 100% of the deposit only
- 4–2 weeks prior to the event 100% of the deposit & 75% on all additional costs
- ten working days or less prior to the event 100% on all costs & deposit.

7 Cancellation due to COVID-19

The Library may, in its absolute discretion, end any contract at any time by writing to you. The Library shall not be obliged to provide reasons for any such cancellation. The Library will provide refunds for any payments made to the Library unless costs have been incurred. The Library shall have no other liability or obligation whatsoever to you arising from any such cancellation.