



INVESTOR IN PEOPLE

www.leics.gov.uk/libraries

APPLICATION TO BOOK A ROOM IN LIBRARY

.....Library

Name of applicant: _____

Position, if applying on behalf of a society, club or other body: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Invoice address if different to above: _____

Purpose for which required: _____

I wish to apply to hire the premises as detailed in the Schedule below for the purpose shown and in consideration of the letting being granted I undertake to indemnify the Leicestershire County Council. I have read and accepted the conditions detailed overleaf.

Signed: _____

Date: _____

Date of hire: _____ Time from: _____ Time to: _____

HIRE CHARGES		
Group 1	No hire charge Nominal £5 fee for public liability cover	Associated use
Group 2*	£6 per hour	Preferential rate
Group 3*	£10 per hour	Commercial rate
* + 15% Public Liability Insurance for Groups 2 and 3 only (if required)		

FOR LIBRARY USE	
Letting	FEE
Staffing costs	FEE
Insurance?	FEE
	£
RECEIPT NO:	

LEICESTERSHIRE COUNTY COUNCIL

INDEMNITY AND CONDITIONS OF LETTINGS

1. To pay in advance all hire charges for the letting. Cheques and PO's when used should be made payable to "Leicestershire County Council" and crossed.
2. Bookings are not confirmed until full payment is received. If the hirer gives less than TWO MONTHS notice of cancellation of a booking, the full hire charge will be retained by Leicestershire County Council ("the Council"). Termination of regular bookings requires ONE MONTH'S notice in writing by either party and if the hirer gives less than one month's notice of a regular booking then the full hire charge will be retained by the Council.
3. Hire charges are subject to change and shall be those currently in force at the time a booking is made.
4. To adhere in full to the following regulations:-
 - (a) No preparation may be applied to the floors.
 - (b) Intoxicants shall not be brought on to the premises, unless specifically authorised by the Head of Libraries or Service Delivery Manager or authorised officer.
 - (c) No interference with Library equipment, books or any other materials.
 - (d) Interference with heating systems shall not be allowed.
 - (e) the premises shall be vacated at the due time no later than 10pm.
5. **Bye Laws.** The person in charge of the Library shall have the power to refuse or deny the use of the Library to any person who neglects or refuses to comply with the Bye Laws, or who, in the opinion of the person in charge of the Library, is behaving in such a way as to be prejudicial to the service provided by the Library or who is causing inconvenience to readers in the Library.
6. During the period of the hiring, the hirer shall be held responsible for all damages, losses, claims and costs arising out of the use of the premises and shall indemnify the Council for any claims arising from accidents whether fatal or otherwise to any employee or agent of the Council, to any member of the public and to any third parties, caused as a result of the hiring, except where due to the negligence of the Council its servants or agents. ***The hirer shall have Public Liability Insurance in place to cover the period of the hiring for a minimum of £5 million and produce evidence of the policy to the Council on request. Alternatively the hirer may pay an additional sum of 15% of the hire charge to the Council for the insurance cover.***
7. To indemnify the Council against the consequences of any unauthorised performance of a copyright work during the period of use of the Library, and to complete the returns required by the Performing Rights Society.
8.
 - (i) The premises shall not be hired to the following organisations:
 - (a) The National Front
 - (b) The New National Front
 - (c) The British Constitutional Movement
 - (d) The British Movement
 - (e) The League of St George
 - (f) Column 88
 - (g) The British Democratic Party
 - (h) The British National Party
 - (i) Any other party which has racist aims.
 - (ii) The Council may cancel any hiring if in its opinion the hiring organisation for which the premises are hired has racist policies, regardless of the stated reason for hiring the building. In such event the Council shall incur no liability to the hirer whatsoever, other than the return of any hire charge paid by him/her in respect of such cancelled hiring.