



Terms and conditions for the hire of rooms and display spaces at City Library

Anyone confirming a booking to hire rooms or display spaces at City Library is also agreeing to abide by the following terms and conditions.

Bookings and charges

- i. Rooms can be booked for full or half day sessions. Exact times and charges will be agreed at the time of booking.
- ii. Organisers of events must ensure that everyone attending leaves the building by the normal closing time unless an extension has been agreed beforehand.
- iii. All sessions outside normal opening times will be charged at a higher rate.
- iv. All sessions finishing later than the agreed time will be charged for an additional session.
- v. Exhibition spaces and display cabinets are bookable and charged by the week, from Thursday 12 noon and must be cleared by 12 noon ready for the next exhibition.
- vi. Room hire charges include standard equipment set up and any technical support needed.
- vii. Rooms and spaces will be hired out to groups and individuals in line with the Library's income policy, social inclusion policy and hire charges. The final decision to hire out any facility and the charges that apply will be taken by the Library Service's senior managers.
- viii. Local community groups, registered charities and partners may be offered rooms and spaces at a discounted community rate for certain rooms and spaces, at certain times.
- ix. All reductions to full rates will be at the discretion of the Library Service's senior managers.
- x. The Library Service retains the right to change room reservation to another room to allow for essential maintenance or to accommodate another event.
- xi. Any cleaning or repair due to misuse or damage of the room or equipment will be chargeable.

Catering

- i. Only catering sourced by the Library Service is allowed in the meeting rooms.
- ii. All catering orders need to be placed 7 days before the event.

Confirmation and payment

- i. Accepted bookings will be asked to confirm their intention by email or in writing.
- ii. A full refund will be given for any cancellation received by email or in writing more than 7 days before the event.
- iii. No refund will be given for any cancellation received less than 7 days before the event and all unpaid charges for the period of hire shall remain payable.
- iv. The agreed charges will be invoiced after the event and need to be paid within 30 days.
- v. All cheques must be made payable to 'City of Newcastle upon Tyne' and have the booking reference on the back.

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Events promotion

- i. Publicity is their responsibility of the organisers and any material intended for display or distribution must be approved by the City Libraries' Manager.
- ii. Promotion of events must not be carried out and publicity must not be displayed within library buildings or directly outside the library without the permission of the Library Service's senior managers.
- iii. We welcome the use of the media to publicise events, but agreement must be reached in advance between the organisers and the Library Service's senior managers over the admittance of the press, radio and television reporters and cameras.
- iv. Ticket prices for events held at City Library must be agreed at time of booking and the sale of any tickets is the responsibility of the organisers.
- v. The sale of any art work or goods is the responsibility of the event organisers.

Accessibility and Equality

- i. Exhibition organisers should aim for as high a standard of display as is possible. The Library Service reserves the right to require the removal of any display or exhibition which is not to a reasonable standard or promotes causes at variance with Newcastle City Council's policies or decisions.

Setting up and dismantling displays and equipment

- i. Organisers are responsible for the setting up and dismantling of their displays.
- ii. The method of attachment of any hanging displays must be approved by the Library Service in advance of the exhibition.
- iii. Access to the library for delivery and removal of display items must be from the loading bay and access must be agreed at least 7 days in advance.
- iv. Failure to dismantle displays by the agreed time may lead to dismantling by the Library Service and we will take no responsibility for any loss or damage.
- v. The Library Service retains the right to move free-standing displays to allow other activities to take place in the library.

Insurance, health and safety

- i. All organisers and hirers using the exhibition space, performance space or meeting rooms must report to staff on arrival.
- ii. All entrances, gangways and emergency exits must be kept free from obstruction at all times.
- iii. All visitors should note the fire procedures and exit routes.
- iv. If the fire alarm sounds the event organisers should ensure everyone attending leaves the building as quickly as possible, using the nearest signed route to meet at the assembly point.
- v. The Library Service shall not be responsible for any loss or damage to any property or injury to any person arising out of the hiring. Users should arrange and pay for their own insurance.

Licenses and copyright

- i. Hirers must be aware of and are responsible for the payment of any fees for performing rights, licenses or copyright permissions linked to their performances, exhibitions or presentations.