

# UPPER NORWOOD JOINT LIBRARY

## Meeting Room Hire

The Meeting Room is located on the lower ground floor with easy disabled access through the rear entrance on Beardell Street, or during opening hours, via the lift or stairs from the library.

Exit is via the fire exit doors - next to the meeting room - at the rear of the building, to Beardell Street and the car park. Those attending hired sessions outside of library opening hours can gain entry through this door, but hirers are responsible for preventing any unauthorised access to other parts of the library.

The room seats up to 50 people and contains a whiteboard, projector screen, tables and chairs. The layout can be arranged by the hirer to suit their requirements.

A staff/public toilet and hand basin is located opposite the meeting room.

### Extra facilities

A flip chart can be hired at £5 per session and a VCR/TV are available at £10 per session.

Staff kitchen facilities are available for obtaining water and washing up only (see notes or discuss with a member of staff when booking).

## Charges & Conditions of Hire

### Community groups

During library opening hours		Outside library opening hours	
1 hour	<b>£11</b>		<b>£25</b>
2 hours	<b>£19</b>		<b>£40</b>
3 hours	<b>£28</b>		<b>£60</b>

### Commercial groups

During library opening hours		Outside opening hours	
1 hour	<b>£16</b>		<b>£30</b>
2 hours	<b>£29</b>		<b>£50</b>
3 hours	<b>£43</b>		<b>£80</b>

Setting up and clearing up time for hirers and their guests to disperse must be pre booked and paid for as part of the hired session. Additional time, outside the agreed contract finishing time will be chargeable at the full hourly rate and will be invoiced. (i.e. a session that over-runs by 15 minutes will incur an additional charge of the full hourly rate)

### Cancellations

The following charges will apply –

Cancellation on day of hire - full hire charge

Cancellation less than one week prior to day of hire - 50% of hire charge

## Notes

Session times outside of library opening hours are negotiable and confirmation of hire will be at the discretion of the Chief Librarian.

All prices are as set out above with a minimum booking period of 1 hour. All part hours will be charged as a full hour.

Setting up and clearing up/time for hirers and their guests to disperse must be pre-booked and paid for. Additional time outside of the agreed times, will be charged/invoiced.

Hirers should ensure that no unauthorised access to other parts of the library is allowed outside library opening hours when their guests are being admitted to, or exiting the meeting room. The rear entrance/exit door should be kept closed at all times for security reasons, other than to enter/exit. Hirers are responsible for any loss, incidents or damage to the library caused by negligence in this respect.

The hirer must make their own arrangements for any preparations and cleaning up of the meeting room after meetings.

Hirers may bring in their own refreshments, providing any spillages are cleaned up and any cups, containers, etc. disposed of at the end of the session.

White boards should be cleaned and any surplus materials, used paper, etc, should be disposed of.

The room should be left in the condition it was found in after the conclusion of each hired session.

## Staff areas

Hirers and their guests should not enter those parts of the building indicated as 'Staff Only'

## Health and Safety

In case of an emergency or evacuation of the building during library opening hours, the hirer should sign in and out of the library using the library's own daily staff register. The hirer should also make arrangements for keeping records of whether those attending hired sessions are in or out of the building at any point during the hired session. This would also apply to lettings outside of normal library opening hours.

## Bookings and enquiries

All bookings should be made through –  
The Administrative Officer,  
Upper Norwood Joint Library,  
39-41 Westow Hill,  
London SE19 1TJ.

Telephone 020 8670 2551 (opening hours only)

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## Meeting Room Hire

### BOOKING FORM

HIRER DETAILS	
Name &/or Organisation	
Address	
Tel no.	Fax no:
E-mail	
DETAILS OF BOOKING	
Date(s) required	
Time(s)	
Purpose of booking	
Number of participants expected	Number of sessions:
EQUIPMENT REQUIRED	
Flip chart @ £5 per session	Television and VCR/DVD @ £10 per session
<b>Total cost of hire: £</b> Including equipment	<b>Deposit enclosed: £</b>
<p><b><i>Deposit required (25% of total charge to be paid at time of booking) - balance to follow at least ten days prior to the day of hire. Please make cheques payable to 'Upper Norwood Joint Library'.</i></b></p>	
<p>I <small>(name)</small> on behalf of <small>(organisation)</small> confirm that I have read and agree to abide by, the conditions of hire for the Upper Norwood Joint Library meeting room and ensure that all hire charges are paid promptly.</p> <p>Signature:</p>	