

# Room Hire Charges 2023

	<b>Commercial</b> (e.g. Government Departments/ Public Sector/Private Sector)		<b>Non-commercial</b> (e.g. Community Groups/ Charities/Voluntary Sector)	
	<b>Full Day</b> (up to 8 hours)	<b>Half Day</b> (1 – 4 hours)	<b>Full Day</b> (up to 8 hours)	<b>Half Day</b> (1 – 4 hours)
<b>Large Room</b>	£130.00	£70.00	£65.00	£35.00
<b>Small Room</b>	£65.00	£35.00	£35.00	£20.00

## Notes:

- Libraries NI will provide flasks of hot/cold water only
- Room Hire Groups are responsible for provision of tea/coffee etc. and crockery/disposable cups

## Additional Charges:

- Out of normal library opening hours - £18.50 per hour (applies where Libraries NI staff are available)

**Ask staff for details**



## TERMS AND CONDITIONS

1. Application for the use of facilities must be made on the official form (Booking form – Application for Use of Library Premises by Outside Groups) available in libraries and must be submitted normally not less than 28 days before the date of the proposed use. If the applicant is seeking credit for the first time, allow a further 14 days.
2. The person(s) named on the application form will be held entirely responsible for the conduct and supervision of all persons involved, for the termination of use at the hour specified and for any damage and/or loss caused to the premises or property arising out of the use. Libraries NI reserves the right to make good such damage or loss and to recover the cost from the user. The person making the booking must be over 18 years.
3. Block bookings must be renewed on a quarterly basis.
4. All room hire must be paid for in advance, unless credit has been approved. If credit is approved, the customer will be invoiced.
5. Booking cancellations must be notified to the relevant library staff as soon as possible.
6. Where the facility is not available on any occasion, a refund or alternative date will be given. Libraries NI will endeavour to give reasonable notice of any such occasion, and to keep such occasions to a minimum.
7. All use of facilities must take place on the day and between the times stipulated in the Booking Form Application for Use of Library Premises. Premises must be completely vacated 15 minutes after the agreed time. Failure to comply with these conditions may result in future bookings being refused and/or additional charges being made.
8. Where facilities have been hired, no other facilities or equipment may be used, disturbed or entered into. Items of equipment owned by Libraries NI are not available to users unless specifically authorised beforehand. This includes Public Access Terminals in learning suites.
9. The group/organisation making the booking must be satisfied that users of specialist accommodation and/or equipment are suitably qualified and experienced in its use *e.g. ICT suites, Interactive Whiteboards*.
10. All irregularities, damage and loss relating to the facilities of Libraries NI owned property must be reported to the person in charge of the library immediately, or as soon as practicable.
11. Libraries NI shall not be responsible for any loss, damage or injury to items of personal property of the applicant (or the applicant's invitees).
12. Libraries NI shall not be responsible for any loss, omission, damage or injury to any property or person or persons (including the applicant's invitees) suffered by reason of any act, neglect or default of the applicant.
13. Alcohol may not be consumed on Libraries NI premises without the prior approval of the Chief Executive (NOTE: The sale of alcohol in unlicensed premises is prohibited.)
14. Retail activity and external book sales are not permitted on Libraries NI premises unless prior permission has been obtained from Libraries NI.
15. Any groups/organisations making a booking must agree to adhere to relevant library legislation, policies and any other reasonable requirements.
16. Any use of library premises by groups/organisations/individuals which might compromise the perception of libraries as open and welcoming spaces will not be permitted.
17. Kitchen areas and catering facilities, when used with the agreement of Libraries NI, must be left in a clean and tidy state.

