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# Lewisham Libraries room booking rates



| Location   | Room  | Rates  |               |              |
|--|---|--|---------------|--------------|
|  |   | Commercial / standard  | Charity group | LBS rate     |
| <b>Lewisham Library</b><br>199-201 Lewisham<br>High St, London<br>SE13 6LG   | <i>Room hire currently not available from 1/9/22</i>  |  |               |              |
| <b>Deptford Lounge</b><br>9 Giffin St, London<br>SE8 4RH   | Contact Deptford Lounge directly on 020 8314 7288 or<br>hires@thealbany.org.uk<br><br><a href="https://deptfordlounge.org.uk/hire-us">https://deptfordlounge.org.uk/hire-us</a> |  |               |              |
| <b>Downham Library</b><br>7-9 Moorside Rd,<br>Bromley BR1 5EP  | Meeting Room  | £20ph/£100pd   | £15ph/£75pd   | £15ph/£75pd  |
|  | Large IT room   | £25ph/ £125pd  | £20/£100pd    | £20ph/£100pd |
|  | Main library area   | A quote will be provided based on booking details.   |               |              |
| <b>Catford Library</b><br>Catford Centre, 23-24<br>Winslade Way,<br>London SE6 4JU   | Main library area<br>*when lib is closed  | A quote will be provided based on booking details.   |               |              |
|  | Open pod  | £15ph / £75pd  | £10ph /£50pd  | £10ph/£50pd  |
|  | Closed Pod  | £20ph /£100pd  | £15ph /£75pd  | £15ph/ £75pd |
|  | Meeting room 1  | £25ph / £125   | £20ph /£100   | £20ph/£100   |
|  | Meeting room 2  | £25ph /£125  | £20ph /£100   | £20ph/£100   |
|  | Combined rm 1 & 2   | £45ph / £225   | £40ph /£200   | £40ph/ £200  |
|  | Large rooms upstairs  | A quote will be provided based on booking details.<br>Only available for long term bookings. |               |              |
| <i>Per day (pd) day rate based on between 5 to 7 hours during the same day.<br/>An additional fee of £25 will be added to Saturday and Sunday bookings</i> |   |  |               |              |

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## Library and Information Service Room booking form

Please complete the room booking form and email to: [CatfordLibrary@lewisham.gov.uk](mailto:CatfordLibrary@lewisham.gov.uk)

|                                 |  |
|---------------------------------|--|
| <b>Hirer's contact details:</b> |  |
| Name                            |  |
| Organisation                    |  |
| Address                         |  |
| Email                           |  |
| Telephone daytime               |  |
| Mobile                          |  |
| Charity number if applicable    |  |

|   |  |
|---|--|
| <b>Venue details</b>  |  |
| Venue name:<br>and preferred area:  |  |
| Facility requirement:   | <p><b>Room Set Up</b><br/>           Clear space <input type="checkbox"/> Tables and chairs <input type="checkbox"/> Rows of chairs (no tables) <input type="checkbox"/><br/>           Other <input type="checkbox"/> (please specify)</p> <p>Do you have any technical requirements? I.e. PA system, Large screen etc.</p> |
| Please provide full details of the purpose of your hire, type of activity and if it involves young people or vulnerable adults: |  |
| Number of people using the space  |  |
| Single event – Day:   |  |
| Regular hiring:   |  |
| Time:   | From: _____ To: _____  |

|   |                 |
|---|-----------------|
| <b>I N V O I C E   R E Q U E S T   F O R M</b>  |                 |
|   | <b>Bill To:</b> |
| <b>Company Name</b>   |                 |
| <b>Contact Name</b>   |                 |
| <b>Address</b>  |                 |
|   |                 |
| <b>Post Code</b>  |                 |
| <b>Contact Tel No</b>   |                 |
| <b>Email</b>  |                 |
| <p><b>Lewisham Council departments – internal journal payment</b><br/>           Please provide your budget code and name of budget holder:</p> |                 |





## **Library and Information Service Room booking TERMS AND CONDITIONS [updated January 2023]**

**Please note: The term 'Booking' hereby refers to hire of rooms, security, cleaning service, staffing, resources or any other such ancillary service provided within the arrangement.**

### **1.1 PURPOSE OF TERMS AND CONDITIONS OF USE**

1.2 Lewisham Council provides access to community space as a resource to benefit the community and residents. The Council aims to provide an environment in which hirers of and staff working in community centres are:

- safe from harm
- free from discrimination
- free from harassment
- able to make full use of the shared facilities of the premises
- fully aware of their rights and responsibilities with respect to each other

1.3 **CHILDREN AND YOUNG PERSONS ACTS** - The Hirer shall observe and comply with the obligations and requirements of the Children and Young Persons Acts, at the time in force, as to the safety of young children at entertainments so far as the same may be applicable.

1.4 **EQUAL OPPORTUNITIES** - No material or activity will be acceptable which, in the opinion of the Council, causes offence to, or discriminates against people on grounds of gender, race, nationality, age, sexuality, religion, economic status, responsibility for dependents, or HIV status.

1.5 **PUBLIC SAFETY** - The Council reserves the right to impose any conditions which having regard to the particular letting it may consider necessary in the interests of public safety.

1.6 **ACCIDENTS** - The Hirer shall indemnify the Council, its officers and servants, against any claim, action or proceedings made or brought in respect of or arising out of any accident or omission by the Hirer, and shall pay to them all expenses which they shall incur in respect thereof. The Council may comprise any such action or other proceeding or any claim as aforesaid on such terms as it shall think fit and the Hirer shall thereupon repay the sum or sums paid by the Council as aforesaid.

1.7 **REPORTING OF ACCIDENTS, INCIDENTS AND DISPUTES** - The hirer shall record all incidents and accidents and is expected to cooperate fully with any further investigation. Details of the accident/incident should be emailed to: [Library.Admin@Lewisham.gov.uk](mailto:Library.Admin@Lewisham.gov.uk)

1.8 All hirers should report matters to an onsite Council Officer in the first instance. Matters involving the police must be reported immediately. Your matter will be logged according to the nature of the query and dealt with accordingly.

1.9 Accidents, incidents and near misses should be reported through each respective organisation's accident reporting procedures and the Council must be notified of all such instances.

1.10 From time to time, issues may arise between organisations and individuals for a number of reasons. If issues or disputes arise the Council must be informed at the earliest opportunity. The hirer must cooperate with Council staff and other appropriate third parties in seeking to resolve disputes. The Council recognises that when considering other parties' concerns methods of communication and negotiation which make it possible for an amicable resolution to be achieved must be applied

1.11 **RIGHT OF ENTRY** - The Council itself and its officers and servants reserves the right of entry to the premises at all times, and the Hirer must instruct their attendants accordingly.

1.12 **SMOKING IS NOT PERMITTED IN THE BUILDING**

### **2.1 APPLING TO USE THE PREMISES**

2.2 Applications for hire of premises shall be made by completing the room booking forms and email to: [CatfordLibrary@lewisham.gov.uk](mailto:CatfordLibrary@lewisham.gov.uk) Please include "room hirer" in the subject area.

2.3 Lewisham Council reserves the right to refuse an application if the intended use contravenes Lewisham Council policies in operation at the time or exceeds the scope of the planning permission/lease for the premises (e.g. trading activities and pay parties).



- 2.4 Lewisham Council reserves the right to cancel bookings when the premises are required for use as a polling station, rest centre or public meeting or are unfit for the intended use.
- 2.5 Lewisham Council reserves the right to cancel a booking if it reasonably believes that these terms and conditions of hire will be broken by the hirer or by persons associated with the hirer.
- 2.6 Lewisham Council reserves the right to request additional information as it deems necessary and to make enquiries of external bodies so as to satisfy itself of compliance with the current terms and conditions.
- 3.1 **PAYMENT OF CHARGES**
- 3.2 On confirming a booking, arrangements will be made for an invoice to be issued by Lewisham Council's Finance Directorate. No hiring will commence until full payment has been received.
- 3.3 Full payment must be received as soon as possible, to secure the booking of the room, but no later than **1 MONTH PRIOR TO DATE OF EVENT**.
- a) Invoices cannot be paid in instalments and must be settled in full, unless a separate written agreement states otherwise.
- b) Multiple dates booked in advance will not be invoiced individually.
- 3.4 No payments are refundable except on **cancellation**.
- a) **by the Council, when the FULL amount will be refunded** OR
- b) by the Hirer for good and sufficient reason, given in writing **a minimum of 4 weeks before the date of the scheduled booking:** and approved by the Council. A deduction of 10% will be made to cover administrative costs.
- 3.5 For internal Council bookings, please provide budget code to enable a journal payment?
- 3.6 **CANCELLATION** -Cancellation by the Council or by the Hirers:
- a) the Council reserves the right to cancel any bookings upon 21 days previous written notice if the premises are required by the Council for any of its functions and in such event the Council shall not incur any liability to the Hirer whatsoever, other than for the return of any charges already paid.
- b) Cancellation of bookings by hirers must be made in writing and the effective date will be the receipt of such notification.
- c) Hirers are advised to use the recorded delivery postal service for this purpose.
- d) If less than 4 weeks notice of cancellation is given then the whole of the hire charge shall be forfeited as liquidated damages, subject to the discretionary power of the Council to vary appropriate cases.
- e) Hirers who do not take up their commitment for any reason or fail to notify the Council, in writing, shall forfeit any hiring charges paid.
- f) The Council will not accept any responsibility for the non-arrival by the due date of room booking form, remittances or cancellations.
- 4.1 **USE OF THE PREMISES**
- 4.2 Hirers must be aged 18 or over. Proof of age may be requested at any stage during the bookings process.
- 4.3 The hirer shall be responsible for:
- the supervision of the premises, fabric and contents
  - the care of persons and safety from damage of the premises
  - behaviour of all persons using the premises
- 4.4 Without the previous consent of the Council, in writing, the premises shall not be used for any other purpose or in any other manner than that stated in the room booking form. The hirer is expected to occupy the premises in accordance with the space in the hiring contract.
- 4.5 The Hirer shall not, without the previous written consent of the Council, underlet or part with the possession of the premises or any part thereof to any other person. In the event of a breach of this condition the Hirer shall forfeit the use of the premises on the date or dates for which he/she hired



the same. The Hirer shall also forfeit, to the Council, the sum paid by him/her for such hire and the Council shall be at liberty to re-let the premises.

- 4.6 Hirers are required to strictly observe the start and finish times stated on their hire agreements; and ensure that all preparation and clearing up relating to an activity takes place within the hiring hours
  - 4.7 A letting of the accommodation will be deemed to include the use of toilet facilities.
  - 4.8 Setting out of Council equipment. I.e. chairs and tables, will be dependent on the availability of staff.
  - 4.9 **WEDDING RECEPTIONS AND PARTIES WILL NOT BE CONSIDERED.**
  - 4.10 **REFRESHMENTS** - Only light refreshments are permitted in the meeting rooms (teas, coffee, water, and biscuits). The hirer is responsible for providing their own refreshments and consumables.
  - 4.11 **AMPLIFYING EQUIPMENT** - No amplifying equipment, other than that provided by the Council shall be used except with the consent of the Council.
  - 4.12 The Hirer shall strictly observe the rules and regulations of Lewisham Borough Council or other authority as to Stage Plays, Exhibitions etc., and the number of persons admitted, arrangement of seating, gangways, fire exits etc. The Hirer must not perform or permit the performance of any dramatic or other work without the consent of the owner of such copyright. The Hirer is reminded that if he/she intends to perform or permit performance of copyright music, the performing rights of which are controlled by the Performing Right Society Limited of Copyright House 29/33 Berners House W1, a licence should be obtained from that body before the holding of the entertainment.
  - 4.13 Unless he/she obtains or holds a licence from Photographic Performance Limited of 62, Oxford Street, W1, the Hirer must not permit the performance of any gramophone records or other music media manufactured by their members.
  - 4.14 **PUBLIC ANNOUNCEMENTS AND ADVERTISEMENTS** - No public announcement shall be made as to the object of hiring, until such hiring has been approved, in writing, by the Council and the appropriate charge paid by the Hirer.
  - 4.15 We accept no responsibility for publicity produced by you before a booking is confirmed by invoice.
  - 4.16 No poster shall be exhibited inside or outside the library upon the notice boards provided for the purpose and no handbill or other advertisement shall be distributed without the permission of the Council. All posters and handbills must be of a good standard and approved by the Council before being exhibited.
- 5.1 PROPERTY OF THE HIRER**
- 5.2 All furniture, apparatus or appliances brought or sent to the premises by the Hirer must be loaded, placed in position and removed by persons employed by the Hirer during the hire period. Failing this the Hirer shall be liable to be charged at the appropriate hourly rate for every hour, or part of an hour, after the time that such property is left on the premises. In addition the Council may arrange for the removal and storage of such property left on the premises and the Hirer shall pay the cost to the Council in so doing. The Council shall not be liable to the Hirer in any respect of any loss or damage to the Hirer's property in undertaking such removal and storage.
  - 5.3 The hirer shall not bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating to the premises. Any items of equipment or article that directly causes an offence to another organisation must be removed and an investigation will be launched.
  - 5.4 No fixture, fittings, decorations, special lighting or limelight lanterns shall be used without the previous consent of the Council.
  - 5.5 **LOSS OR DAMAGE TO PROPERTY** - The Council shall not be liable for any loss or damage to property occurring during any hiring.
- 6.1 COUNCIL EQUIPMENT**
- 6.2 The Hirer shall not alter, remove or tamper with any electrical equipment without the prior consent of the Council.
  - 6.3 **DAMAGE TO THE PREMISES** - The Hirer shall pay the cost of making good any damage to the premises, furnishings, equipment and contents resulting from or arising out of the use of the premises by the Hirer. The Council reserves the right to have any such damage repaired in the way it deems most fitting.



## 7.1 INSURANCE

7.2 The hirer must indemnify the Council against any third party claims or actions arising from their use of these premises. Hirers will be required to produce evidence to the Council that they hold Public Liability insurance with a minimum limit of indemnity of £5,000,000, which must be current for the entire duration of the hire. Hirers must also ensure that all participants (e.g. entertainers, stallholders, etc.) hold current Public Liability insurance in their own right.

## 8.1 ALTERATIONS TO REGULATIONS

8.1 The Council reserves the right to amend these regulations and conditions at any time without prior notice and to refuse to display any offensive material.

## 9.1 REQUIRED DOCUMENTS

9.2 Please provide a copy of the following documents:

- Public liability insurance
- Risk assessment for your activity/event

9.3 If you are working with young people or vulnerable adults the following evidence are required:

- First aid certificate
- Safeguarding policy
- Enhance DBS checks

## 10.1 HEALTH AND SAFETY

10.2 All conditions and regulations imposed by Fire, Police or other relevant authorities in relation to the premises shall be strictly observed. Nothing shall be done which will endanger the users of the premises or compromise the policies of insurance relating to it or its contents.

10.1 The hirer must act in accordance with current health and safety regulations and all relevant obligations provided by the Health and Safety at Work etc. Act 1974, as amended, when carrying out its activity. If the hirer is an employer they have a duty of care to protect the health, safety and welfare of their employees; as well as anyone who may be affected by the business's activity when using the premises. All safety information, instructions, guidance and notices issued by Lewisham Council must be followed at all times. Additional risk assessments may be requested by the Council as deemed necessary.

10.3 The hirer shall appoint a 'competent person' who will be responsible for health and safety duties during the designated time of the hire. Such duties could include fire evacuation procedures, security of the building and relevant activity based risk assessments.

10.4 The hirer should provide adequate first aid kits, first aid cover and details concerning appointed/qualified 'First Aiders' if intending to work with children and young people within the premises.

## 11.1 INSTRUCTIONS IN EVENT OF A FIRE/EMERGENCY

- Fire evacuation procedures are displayed in all spaces. Please read these carefully and ensure that all persons attending your booking are aware of these. In the event of an emergency you are required to evacuate the building to the Assembly Point. Report any unaccounted person from your party to The Venue when safely at the evacuation point.
- Fire exits, fire exit routes and all means of escape must be used safely and be kept free of any obstructions at all times. When the alarm sounds, participants should be directed to the nearest escape routes (Fire Exits)

### **DO NOT USE THE LIFTS OR ESCALATOR**

- Any disabled person, who cannot manage the stairs, should be escorted to the nearest staircase (which is a fire protected area). A colleague should stay with them until rescued by the Fire Service. (do **not** attempt to carry them downstairs)
- Everyone should proceed to the ground floor, leave by the fire exit doors, and assemble with the staff at the Assembly Point at the front of the building entrance. You should report to the Duty Manager that the meeting room is clear of people, and provide details of any disabled people who have not left the building.
- Do not re-enter the building until you are advised to do so by the Duty Manager or by the Fire Brigade.