

Little Chalfont COMMUNITY LIBRARY

Information ● Recreation ● Education ● Culture

A Registered Charity
Cokes Lane, Little Chalfont, Amersham, Bucks, HP7 9QA
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Website: www.littlechalfontlibrary.org.uk

CONTRACTUAL TERMS FOR THE HIRE OF THE COMMUNITY LIBRARY PREMISES

1). Definitions

- ‘The premises’ means the Little Chalfont Community Library premises and its curtilage which are the subject of this agreement
- ‘The hirers’ are the person, persons or organisation which hire the premises from Little Chalfont Community Library
- ‘The event’ means the event for which the premises are hired by the hirer from the Little Chalfont Community Library

2). Period of hire

- The period of hire must be agreed in advance between the hirer and Little Chalfont Community Library and must include the preparation time before the event and clearing up and cleaning time after the event

3). Hiring fee

- The fee for hiring the premises will be specified in advance by Little Chalfont Community Library and agreed by the hirer

4). Payment

- The hirer must pay the hiring fee at least seven days before the event (unless a separate agreement is made between the hirer and Little Chalfont Community Library to vary this requirement)

5). Conditions of hire and use of the premises

- The hirer will be shown the location of the fire exits and the Fire Action Plan by a Little Chalfont Community Library representative. The hirer must undertake to share this information with all persons present during the period of hire.
- The hirer should state the time that access will be required. A Little Chalfont Community Library representative will attend at that time to provide access to the premises.
- The hirer should state a time when the premises will be vacated. A Little Chalfont Community Library representative will attend at that time to secure the premises
- The hirers must not store materials or equipment at the premises in advance of the event without prior permission of a nominated Little Chalfont Community Library person
- The hirers must not leave any materials or equipment at the premises after the event has finished without the prior permission of a nominated Little Chalfont Community Library person
- The hirers may prepare hot and cold drinks in the premises kitchen area but are not permitted to prepare food because the kitchen area is not deemed appropriate for this purpose under statutory regulations. Pre-prepared food may, however, be brought and served within the premises
- Smoking is not permitted on the premises
- The premises must be cleaned and returned to their original condition immediately the event is finished
- Upon vacating the premises, the hirers must ensure that:
 - The taps and electrical appliances are switched off
 - The windows are secured
 - The lights are switched off
 - The security alarm is appropriately set
 - The door is locked

6). Responsibilities and liabilities

- Little Chalfont Community Library will not accept liability for any loss or damage to property nor liability for the death or injury to any person during the period that the hirers are using the premises
- Little Chalfont Community Library has insurances to protect itself against third party liabilities, which relate to its position as leaseholder of the library premises. It does not have insurances to protect the liability of hirers for loss or damage to property or the death or injury to any person during the period of hire. Hirers should therefore make sure that they have insurance cover to protect themselves against their own liabilities

- Hirers are responsible for satisfying themselves that the premises are suitable and safe for the purposes for which they are to be used by the hirer
- Hirers are responsible for the close supervision of any children brought onto the premises. It is a requirement that for every 5 children there should be 1 adult in a supervisory capacity. The Library has many hazards for children unless they are closely supervised. This includes exposed power cables, heavy books being dislodged, plinth heaters and book carousels.
- Hirers are responsible for satisfying themselves that any equipment brought into the premises is safe for the purposes for which they are to be used by the hirer
- Any loss or damage to Little Chalfont Community Library property on the premises must be notified immediately to the nominated Little Chalfont Community Library person. The hirers must reimburse Little Chalfont Community Library for the new replacement cost of any such property which has been lost or damaged within four weeks of the date of hire

I confirm my acceptance of these contractual conditions for the use of the premises of Little Chalfont Community Library:

Signed _____ Name in block capitals _____

For and on behalf of _____ Date _____

Countersigned by _____ Date _____

For and on behalf of Little Chalfont Community Library