

Terms and conditions for room hire

Bookings accepted will be subject to the following terms and conditions:

1. An applicant who is granted use of a room or rooms in a BMBC Library binds himself for the due performance and observance of these conditions and, where required by the Librarian, a guarantee must be given. Applicants must be respectful of and considerate to other Library users particularly if in a public area.
2. No nail or fastening shall be driven into any wall, floor, partition, pillar or other fitting or furniture in the Library and no injury, spoil or damage shall be done to the interior of the premises. In particular, notices, etc must not be fastened to the wall(s) by use of Sellotape or any other like material.
3. No additional light of any kind beyond the ordinary lights provided by the Council shall be put up or used except with the previous consent of the Librarian, nor shall any electric light or other fittings or fixtures be interfered with. In the event of any unauthorised installation being utilised, the same may be removed by the Council or their authorised officers or servants and if anything be done in the preparation for or during any performance, entertainment, meeting, lecture or other assembly which, in the opinion of the Council, will in any degree cause danger from fire, the same may be stopped, prevented or removed by the Council or their authorised officers or servants, or such precautions, acts and things done by them as they think necessary for the preventing of such danger, and all expenses incurred thereby shall be paid on demand to the Council by the Applicant and the Council shall not be liable to the Applicant for any loss of income sustained as a result of such action by the Council.
4. The Council reserves the right in their absolute discretion, without any default on the part of the Applicant, to cancel any contract for hiring at any time without payment of compensation (other than the return of any charges paid by the hirer).
5. All materials, apparatus, equipment, decorations or other property brought on to the premises in connection with the use of the rooms must be removed at the end of the hire period, unless by prior arrangement. The Council will not be responsible for any property remaining in the Library which may be damaged, destroyed or lost, through fire, accident, theft or from any other causes whatsoever (electrical equipment must be appropriately PAT tested).
6. No obstructions of any kind shall be placed in the corridors, stairways or exits, unless by prior arrangement.
7. The premises must be used only for the purpose for which the same are granted and the applicant shall not sub-let or assign the same or any part thereof to any person or persons whomsoever.
8. The Applicant shall ensure that the furniture shall, on completion of the hire period, be returned to the layout in which it was presented at the beginning of the hire period.
9. The Applicant shall ensure that the any items of crockery/catering equipment utilised during the course of the hire period shall, on completion of the hire period, be returned to the condition and location in which it was presented at the beginning of the hire period.

10. The Applicant shall be liable for all loss, damage or injury which, during his occupation of the room(s), may be done or occasioned to the premises or to the fixtures, fittings, articles and things belonging to the Council therein, however caused and whether caused by the act, default, negligence or omission of the Applicant, his employees, agents or anyone attending on payment to or invitation of the Applicant. The amount of such loss, damage or injury shall be assessed by the Council, whose assessment shall be final and binding upon the Applicant. The value of such loss, damage or injury shall include any contingent loss the Council may sustain through their inability to let any room or rooms in the library during the time necessary to make good such loss, damage or injury. The Council will not be responsible for any injury to any person or for the loss or damage of any property of the Applicant, his employees, agents or anyone attending on payment to or invitation of the Applicant.
11. The Applicant shall not use the premises or any part thereof for the performance in public of any dramatic or musical work or for the delivery in public of any lecture in which copyright subsists without the consent of the owner if the said copyright, or in any other manner infringe any subsisting copyright and he shall indemnify the Council against all sums of money which the Council may have to pay by reason of any infringement of copyright occurring during the period covered by the use of the room(s). In the event that any other licences are required in conjunction with the proposed use of the room, it is the responsibility of the hirer to ensure appropriate licences are obtained in advance. The Applicant shall also produce to the Librarian, if requested to do so, a copy of the consent relative to copyrights before referred to prior to the use of the premises for the purpose for which they are granted.
12. The Council reserve to themselves the right to impose any further Conditions, or to modify these Conditions, to such extent as having regard to a particular purpose for which the use of the rooms is granted, they may consider necessary.
13. Attendees must familiarise themselves with all health and safety notices and instructions concerning what to do in the event of fire.
14. In the event of any claim being made by any person or persons whomsoever in respect of any injury, damage or loss which may be sustained or incurred by such person while in the Library during the period which the rooms are used by the Applicant and in the event of any claim being made by any person in respect of any injury, damage or loss which he may have sustained or incurred in the Library for any purpose connected with the function of which the rooms are used by the Applicant, the Applicant shall alone be responsible and the Applicant shall indemnify the Council in respect of all such claims provided that the Applicant shall not be liable for any injury, damage or loss caused by the act, neglect or default of any servant of the Council.