

# CARNEGIE LIBRARY HIRE AGREEMENT

## Library, Gallery and Meeting Room Hire Trial Information & Conditions

The Carnegie Library is available for hire. It offers the following spaces for hire for both community and commercial events at competitive prices. Disabled access to the building is via the Ferndene Road entrance, where there is a lift. The spaces available for hire are the main library, the Gallery, and the meeting room. See below for further details on each of these spaces. For an interim period the former lecture room, located upstairs in the building will also be available for hire.

| Room                          | Capacity (theatre style) | Capacity (around tables) | Community rate (hourly)                               |  | Commercial rate (hourly)    |                              |
|-------------------------------|--------------------------|--------------------------|---|--|-----------------------------|------------------------------|
|                               |                          |                          | Inside public opening hours                           | Outside public opening hours   | Inside public opening hours | Outside public opening hours |
| Main Library                  | 100*                     | 70*                      | Not available   | £30 p/hr or £60 flat rate for up to 3 hours<br>£100 per day<br>(8 hours max) | Not available               | £40 p/hr                     |
| Gallery                       | 40*                      | 30*                      | £20 p/hr  | £25 p/hr or £50 flat rate for up to 3 hours<br>£100 per day<br>(8 hours max) | £30 p/hr                    | £40 p/hr                     |
| Meeting room                  | 20*                      | 10*                      | £10 p/hr  | £15 p/hr or £30 flat rate for up to 3 hours<br>£80 per day<br>(8 hours max)  | £15 p/hr                    | £20 p/hr                     |
| Gallery (for artwork display) | N/A                      | N/A                      | 15% of any sales made is paid to the Carnegie Library |  |                             |                              |

\*figures are estimates only, please visit the room to ensure they suit your requirements

Hires outside of library opening hours are negotiable and will be at the discretion of the Library Manager

### Layout, Facilities and Equipment

The layout of all the rooms other than the Main Library can be arranged by the hirer to suit their requirements. In the Main library, the space available will be fixed due to the location of shelving. Please note only limited tables and chairs are currently available for use, please check with the library manager for larger bookings where seating and tables are required. If you require any audio visual equipment then you will need to bring this along. Please let the library manager know what you intend to bring when making the booking.

For the use of the gallery to display art work for sale, a percentage of any sales is payable to the Carnegie Library. Contact [Carnegielibrary@lambeth.gov.uk](mailto:Carnegielibrary@lambeth.gov.uk) for more information

Toilets including baby change facilities are located on the lower floor. **Note** that these are accessed via stairs if the main entrance of the library is used; there is also lift access to the toilets from the main library.

There is no licensed bar.

### Extra facilities

Kitchen facilities are not available for bookings during library opening hours. A 'refreshment trolley' containing hot water in an urn is available for use while meetings and events are taking place. Hirers should bring their own tea, coffee, sugar and milk if they wish to use this equipment. Please discuss your requirements relating to refreshments when making your booking with the library manager. Please note that any access to the staff kitchen is at the discretion of the library manager. If the kitchen is used, the space should be left clean and tidy.

**Damage deposit** A refundable damage deposit of one hour's booking rate is required

## Conditions of Hire

### Payment

All prices are as set out above with a minimum hire period of 1 hour. All part hours will be charged as a full hour. Payment is to be made either in full at the time of booking or by a 20% booking deposit to hold the booking, with the 80% balance to be paid prior to the booking date. The booking deposit is non-refundable. A further damage deposit is required (see above) which will be repaid if the room (and kitchen, where relevant) is left clean and tidy and there is no damage. The damage deposit may be waived for long term users who make bookings during library opening hours.

If a booking is made on or soon before the hire date, full payment is to be made before the room is used. If you have not received confirmation of your room booking you will not be able to use the room.

Hirers may set up the room per their requirements 15 minutes before the booked session commences, if the room is not in use. If you require longer than 15 minutes please let the library manager know at the time of booking. Additional setting up time may be allowed at the discretion of the library manager. Clearing up time must be factored into the hired session, with the room cleared by the end of the booked period. Additional time, outside of the agreed finishing time, will be chargeable at the full hourly rate (i.e. a session that over-runs by 15 minutes will incur an additional charge at the full rate for one hour).

**We can only accept payment by cash or cheque.** Cheques should be made payable to the London Borough of Lambeth.

Please note all payments for hire of rooms at the Carnegie Library will be used to cover costs incurred by the Carnegie library for bookings (e.g. key holding, cleaning, utilities etc). Any surplus income will be utilised at the Carnegie Library for extended services or activities which complement the existing library service. Income and costs will be published on a quarterly basis.

**Provisional bookings in person and by telephone.** If you cannot make any payment at the time of booking, only a provisional booking can be made. This provisional booking **may be lost** if a confirmed booking with payment is made for the same dates/times. The booking will only be confirmed once we have received full payment or a 20% deposit, **plus** a damage deposit and a completed and signed hire agreement form.

### Cancellation.

The following charges will apply upon cancellation of a booking:

Cancellation on day of hire: full hire charge payable.

Cancellation less than one week prior to day of hire: 50% of hire charge payable.

### Security

**Hirers using the building outside public opening hours will be required to use the Council's authorised key holders to open and close the building for their booking.** For an initial trial period, the availability of key holders may be limited, though every effort will be made to accommodate out of hours bookings. Hirers shall ensure that no unauthorised access is allowed when their guests are being admitted to the building or at any time during the hire period. Hirers shall ensure all of their guests have signed in and signed out at the beginning and end of their booking. A sign in sheet will be provided for this purpose.

The front/main entrance/exit door should be kept closed at all times for security reasons, other than to enter/exit. The foyer to the main entrance should be kept clear for health and safety purposes and should only be used when entering/exiting the room. **Hirers are responsible for any unauthorised access, loss, theft, incident or damage to the building or its contents during the hire period.** Hirers shall report any damage at the end of the hire. Lambeth Council does not accept responsibility for any such loss, theft, incident or damage.

### Cleaning

Hirers are responsible for cleaning up after the hire period. Any surplus materials, such as used paper, etc. should be disposed of and the hired room (and kitchen, if relevant) shall be left in the condition they were found in. The damage deposit may be retained if the room is not left clean and tidy.

**Refreshments**

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

During normal working hours Monday to Friday there is no access to the kitchen. Access to hot water only will be via the trolley described above. Please speak to the library manager if this makes your booking problematic.

**Staff areas**

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

**Health and Safety**

In case of an emergency or evacuation of the building an alarm will sound, the hirer should use their signing in and out sheet to ensure all of their guests have vacated the building only once they are outside the building. 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 applies to all hires whether inside or outside of normal library opening hours.

**Hire details (to be completed by hirer)**

|              |  |
|--------------|--|
| Date of Hire |  |
| Hire period  |  |

| Room required                                    | Please tick below |
|--|-------------------|
| Main Library (outside public opening hours only) |                   |
| Gallery  |                   |
| Meeting room                                     |                   |
| Lecture room                                     |                   |

All bookings should be made through:  
The Library Manager  
Telephone: 020 7926 6050 (opening hours only)  
Email: Carnegielibrary@lambeth.gov.uk

**Declaration and agreement of Hirer**

I agree to the terms and conditions in this document and understand that I, the undersigned, will be held responsible for compliance with those terms and conditions including health and safety requirements such as signing in and out of guests, and prevention of unauthorised access.. I, the undersigned, will make good (via financial or other means) any mess, damage, theft, loss or other issues that incur a charge to Lambeth Council caused during the hire period.

Name: (please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Name of organisation: \_\_\_\_\_

Position in organisation (e.g. Chair, vice chair) \_\_\_\_\_

Telephone: \_\_\_\_\_

Email:

