

Fleckney Community Library



Room Booking Form and Hire Agreement

This hire agreement is between The Friends of Fleckney Library (TFOFL) and _____
(the "Hirer")

Hirer Contact Name and Address

Hirer Contact Telephone

Hirer Contact Email

Type of Hire: One off hire

Regular hire

For hire of: Large Meeting Room

Small Meeting Room

Library space available for hire by arrangement. Price on application.

Purpose of Hire: _____

Date(s) required	Start time (including setting up)	End time (including clearing away)	Total hours

Please list further dates/times overleaf if necessary.

Hire Charges: £12 per hour Total Fee Payable: _____

Estimated number of people attending: _____

Payment enclosed - cash or cheque (payable to The Friends of Fleckney Library) [or to be invoiced]

Full Terms and Conditions are attached. IT IS THE HIRER'S RESPONSIBILITY TO ENSURE THAT THEY READ THE FULL TERMS AND CONDITIONS APPLICABLE TO THIS HIRE.

I understand that at the start of the hire I will be shown:

- Fire alarm points
- Fire evacuation procedures, fire exits, refuge point and assembly point
- Premises Fire Risk Assessment
- Location of first aid kit
- Health and Safety booklet of the premises
- Accident and Damage Reporting Procedure

I confirm that I accept the Room Booking and Hire Agreement Terms & Conditions

Name _____

Sign _____

Date _____

Booking confirmed	Name _____	(Booking Manager for TFOFL)
and fee paid	Signed _____	Date _____
Entered in diary by:	Date _____	