



## Levenshulme Old Library Booking Policy

This booking policy relates to ad hoc and fixed term bookings of the central portion of the library, which are managed by Levenshulme Old Library Trustees.

**We reserve the right to refuse a booking.**

Levenshulme Old Library is a community space with resident companies that include ALLfm Radio Station and The Owl and Coconut. Exclusive use of the building is not possible as our facilities are shared. We will endeavour to work with groups to provide for needs and privacy requirements but cannot make guarantees - please contact [levoldlib@gmail.com](mailto:levoldlib@gmail.com) to discuss requirements for your booking.

### Block Bookings

Block bookings can be made for a maximum of 3 months. At the end of the three month period, the booking will be reviewed; it can then be extended for a further 3 months if there is no other demand for the space, and the group has not violated any terms of the booking policy. Where a group that fits a higher priority has requested the space, they may be given the booking slot following communication.

### Priority of booking groups, based on LOL' s objects:

1. Arts- and health-based events or organisations open to the Levenshulme community
2. Other community groups or events that benefit the Levenshulme community
3. Private arts or health classes, which are open to the community
4. Private classes closed to the public
5. Non-profit members-only events
6. Public sector organisations
7. Private business events

### Positive Impact for the Levenshulme community

Bookings at Levenshulme Old Library should benefit the Levenshulme community. For events that are not free and open to the public, organisers should endeavour to find a way to involve the community. This may be through one-off free taster sessions that are open to the public, or a donation towards/promotion of local community groups or charities.

## Security and Safety

- The maximum seating capacity is ... 100
- The maximum standing capacity is... 150

Groups should take reasonable measures to ensure that this number is not exceeded, for example, through ticketing for popular events. Evidence of risk assessments and/or insurance must be made available on request.

## Noise and late events

Noise should be kept at a reasonable level, with consideration particularly given to ALL FM potentially recording or live broadcasting.

For late events such as music events, amplified music should stop at 11pm and the building should be vacated by 12pm.

## Alcohol

Levenshulme Old Library is unlicensed. Where outside event organisers want to sell alcohol, they will need to have a temporary licence and sale of alcohol will be decided on a case-by-case basis dependent on it being appropriate and compatible with the ethos of Levenshulme Old Library.

## Payment/Cancellation/damage deposit:

A deposit of 25% of the booking fee must be paid in advance of the booking. This will not be returned if the event is cancelled with less than 7 days' notice. Full payment must be made by the day prior to the booking. A 10% administration charge will be levied for late payments.

Damages must be reported immediately and a charge may be levied and/or future booking denied in the event of non-payment of damages. Certain types of events, especially involving alcohol may require an additional refundable damages deposit.

All payments **MUST** be made by BACS, or in exceptional circumstance, by cheque. LOLCIO is a cash free organisation for security reasons and to reduce administrative costs.