

Levenshulme Old Library - Conditions of Hire

1) Payment

- Payment of a hire fee is required for all bookings.

2) Retention of Deposits

- You may be asked for a deposit in advance of your booking.
- If your hire results in losses for Levenshulme Old Library CIO which exceed the amount of your deposit, we may demand additional compensation.
- We may retain all or part of your deposit if you fail to return any keys or equipment when requested.
- If you need to vacuum the space once your event is completed, you can access the storage cupboard by the toilets using the keycode 1904. Please ensure any items removed are returned to the cupboard once, the door locked, the key returned to the codebox and the code scrambled.
- Clean up fee - the premises must be left in the condition in which you found them. You are responsible for cleaning up post-event. Failing to do so may incur a minimum £15 cleaning charge being included with your hire fee.

3) Cancellation

- Cancellations should be notified to us **at least 28 days in advance**. If less than 28 days' notice of cancellation is given, any refund is entirely at the discretion of LOL CIO.
- We reserve the right to cancel any booking in order to carry out essential repairs or maintenance; in this event any payments will be refunded.

4) Liability for Loss or Damage

- You are responsible for any loss or damage suffered by Levenshulme Old Library as a consequence of your activities as a hirer. This includes (but is not restricted to) damage to the premises, surrounding garden, fixtures, fittings, furniture and equipment, call-out fees for false fire alarms, and loss of income.
- You are responsible for the actions of people you admit to the centre as part of your booking, or who gain access to the centre because you fail to adequately control access.
- In the case of loss or damage we reserve the right to charge for repair and/or refuse future bookings.

5) Fire Precautions

- You must read and make attendees at your event aware of the fire procedure as a priority before commencing your activity:

If you discover there is a fire in the building:

- 1. Shout "FIRE FIRE FIRE".**
- 2. Leave the building by the nearest available exit.**
- 3. Use a red 'break glass' box near the exit if there is one, this will activate the alarm to warn others to leave immediately.**

- You must not prop any fire doors open, obstruct any fire doors or escape routes, damage any fire safety equipment, cause any dangerous accumulations of combustible materials to occur, or do anything likely to cause a fire risk.
- Any fire risks should be addressed and mitigated in your activity risk assessment.
- In the event of a fire, your primary responsibility is to ensure the rapid and safe evacuation of the building.
- If you know that a false alarm has been raised (for example, because a member of your group has accidentally triggered the alarm) you may cancel it by following the instructions by the alarm panel beside the office door toward the front of the main space. You should only do this if you are certain that there is no fire.
- You must contact us using one of the emergency numbers on the fire notices if there has been a fire alarm, even if it was a false alarm (the building may not be properly protected until we have completely re-set the system).
- You must notify us if any of the fire extinguishers has been used, whether deliberately or accidentally.

6) Security

- You must not copy any keys loaned to you.
- **You must not leave the front door open.** You may attach a notice beside the door for your attendees.
- When you leave, you must check that all members of your group have left the building and secure the building accordingly.
- You take responsibility for maintaining order at your event and when appropriate agree to have designated stewards who are responsible for ensuring the safety and security of people and the building.

7) Alcohol

- You must tell us if you intend to provide alcohol on the premises. We will not permit the sale or provision of alcohol if it is not properly licensed, or if in our view it would not be desirable. Levenshulme Old Library **does not** have a license to sell alcohol.

8) Illegal Drugs

- You must not allow illegal drugs on the premises.

9) Noise

- All regular bookings must end by 10.00pm. Single-event bookings may continue later than 10.00pm at our discretion.
- You must ensure that noise levels are kept to a respectable level and do not disturb and cause a nuisance to surrounding neighbours.

10) Parking and Vehicle Access

- There is no parking in the grounds of Levenshulme Old Library for attendees of events.
- There is room for one vehicle to park for loading and unloading purposes.
- There is also limited disabled parking - use of this is restricted to Blue Badge holder

11) Smoking

- It is illegal to smoke in the building. It is a condition of hire that members of your group do not smoke.

12) Your Equipment and Decorations / clean up

- You must obtain our agreement in advance if you intend to introduce any materials or equipment into the premises that might introduce a safety hazard, cleaning problems or inconvenience to other users; for example gas bottles, cooking equipment, straw, hay, sawdust, flammable drapes, glues, paints or cooking equipment. We may refuse permission to introduce these items or impose additional conditions on your hire to mitigate hazards.
- Any decorations must use temporary non staining fittings; for example 'WhiteTack', and you must remove them at the end of your booking.
- Unless explicitly agreed beforehand, you must not use permanent or semi-permanent fittings, for example nails, screws and staples. You must not use drawing pins for any purposes – they are easily lost and create a risk of injury to people.
- You must not attach anything to electrical wires, lights, light fittings, gas or water pipes, or electric, gas or water fittings.
- Hirers are responsible for leaving the space in the same state as that in which they find it, cleaning up post-event. Failing to do so may incur a minimum £15 cleaning charge being included with your hire fee. We are not able to provide hirers with access to cleaning equipment - i.e hirers must bring their own vacuum cleaner, broom, etc. if required.

13) Health & Safety

- You must provide risk assessments relating to your activity in the building.
- You must ensure that your activities, levels of supervision, working practices and equipment comply with current health and safety legislation and guidance.
- You must take reasonable care at all times for the safety of yourself and all others who might be affected by your actions.
- Everybody that enters the building has a duty of care to prevent accidents and to keep themselves and other people in the building safe.

14) Accidents

- All accidents or near-accidents must be notified to us so that we can act to prevent any re-occurrence.
- First aid kits are located in the Library, the Studio and in the kitchen. If any of their contents are used during your activities, you must notify the Building Coordinator to ensure they can be replenished.

15) Insurance

- The centre is insured for Levenshulme Old Library's public liabilities. Low risk community

events may also be covered. You may inspect our certificate of insurance on request.

- We cannot insure hirers against all the risks resulting from the specific activities they undertake – it is your responsibility to check you are adequately covered and insure yourselves against risks that are not covered. Contact us in case of doubt.

16) Afterwards

- Furniture

- .i) After use, furniture must be arranged how it was found.

- Cleaning and Tidying

- .i) You must ensure that the room is left clean as you found it.

- .ii) Floors should be swept and any spillages immediately mopped up to remove a slip hazard, and an appropriate warning notice used while it remains a slip hazard. Please do not use any chemicals for cleaning.

17) Storage

Please do not assume you can store anything at the library as storage space is extremely limited in the building. There is no space for users to store anything except very short term storage by special arrangement beforehand; there may be an additional charge for this.