



Levenshulme Old Library

Heritage | Arts | Community

Hiring Guide

Terms & Conditions



levenshulmeoldlibrary.org.uk
hello@levenshulmeoldlibrary.org.uk
May 2026

Payment

Payment of a hire fee is required in advance for all bookings. Hirer access is only during booked times and setup/pack down must be included in booking time.

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.

Cleaning

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.

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 keybox and the code scrambled.

Hirer is responsible for ensuring any items are used safely and are not accessible to children or any other vulnerable people. Cleaning products must only be handled by adults and must be returned securely after use.

Cancellation

Cancellations should be notified to us in writing as soon as possible.

Where notice of cancellation is given:

- 28 days or more before the booking date, 100% of the hire fee will be refunded.
- Between 14 and 28 days before the booking date, 50% of the hire fee will be refunded.
- 14 days or less before the booking date, no refund will be given.

We reserve the right to cancel any booking in order to carry out essential repairs or maintenance; in this event any payments made will be refunded in full.

LOL is not liable for cancellation due to events outside its reasonable control.

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.

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:

- Alert all event attendees
- Leave the building by the nearest available exit.
- Use a red 'break glass' box near the exit if there is one, this will activate the alarm to warn others to leave immediately.
- If required alert the emergency services.
- Alert LOL staff team contact

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 your emergency number 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.

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 if required, but please ensure any notices are removed once your booking has ended.

When you leave, you must check that all members of your group have left the building and secure the building accordingly.

You are responsible for taking 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.

Alcohol

You must tell us if you intend to provide alcohol on the premises. We will not permit the sale or provision of alcohol without the proper licenses in place, or if in our view it would not be desirable. Levenshulme Old Library does not have a license to sell alcohol.

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.

Smoking and Drug Use

Smoking in the building or on the outdoor premises is not permitted. It is a condition of hire that members of your group do not smoke on any of the premises while in attendance. You must not allow illegal drugs on the premises.

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. These could include, but are not limited to:

- gas bottles
- cooking equipment
- straw, hay, sawdust
- flammable drapes
- glues and paints.

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. Please do not use drawing pins for any purposes – they are easily lost and create a risk of injury to other building users.

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.

Emergencies

If an incident occurs at LOL where you feel there is a threat to the safety of yourself or others in the building please call 999 immediately. Please also alert your LOL staff contact.

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.

Hirer is responsible for ensuring that children and young people in their care are adequately supervised at all times while using the building. Levenshulme Old Library cannot accept responsibility for injury, loss or damage caused by inappropriate use of equipment or materials or unsafe behaviour.

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 and are regularly replenished. If any of their contents are used during your activities, you must notify the staff team to ensure they can be replenished.

Capacity

The maximum safe capacity for the Main space is 100. The maximum safe capacity for the Studio space is 35. Hirers are responsible for monitoring capacity and stewarding.

Use of Equipment

Hirers must request use of any LOL-owned equipment in advance. This includes projectors, speakers, microphones or WiFi access. Equipment must be used responsibly and returned in good condition. LOL cannot guarantee technical support for external equipment brought in by hirers.

If you use any items belonging to LOL - such as the vacuum cleaner, cleaning supplies or equipment from storage cupboards - you must return them to their original place once you have finished. Ensure any cupboards or storage areas are properly closed and locked, where relevant.

Please do not leave out items that may pose a risk to others, particularly hazardous or sharp items such as tools, or cleaning products. The building is used by a wide range of groups, including children, and it is essential that no potentially dangerous materials are left accessible after your booking.

Licensing

Levenshulme Old Library is not a licensed premises and the hirer is responsible for securing all relevant licences/permissions including those relating to the sale of alcohol, film screenings, etc.). LOL accepts no liability for non-compliance.

Behaviour and Conduct

LOL reserves the right to cancel or refuse bookings if any hirer or attendee engages in behaviour that is abusive, discriminatory, or threatening to others. We are committed to maintaining a safe and welcoming environment for all users. LOL can end the hire immediately if behaviour presents risk or breaches terms.

Safeguarding

If your activity involves children, young people or vulnerable adults, it is your responsibility to ensure appropriate safeguarding measures are in place. This includes obtaining necessary DBS checks, providing adequate supervision and following all relevant legal obligations. LOL reserves the right to request evidence of safeguarding policies or procedures.

Photography, Filming and Data Compliance

If you plan to take photographs or film during your event, it is your responsibility to obtain the necessary permissions from participants. LOL may request to review the intended use of such materials, especially if the venue is identifiable. Hirer is also responsible for GDPR compliance for ticketing, mailing lists, etc.

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.

Afterwards

- Furniture: after use, furniture must be arranged how it was found.
- Cleaning and Tidying: You must ensure that the room is left clean as you found it.
- Floors should be swept/vacuumed 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.
- Please take away any rubbish with you. Excess waste may incur an additional charge

Storage

Please do not assume you can store anything at the library as storage space is extremely limited in the building. Any occasional short term storage must be made by special arrangement beforehand; there may be an additional charge for this. Levenshulme Old Library can accept no liability for loss, theft or damage to any property brought onto or left at the premises

Outdoor Areas

Any use of the garden or outdoor space must be agreed in advance. You are responsible for ensuring any outdoor activity is supervised, safe and does not cause disruption to neighbours or other users. No amplified sound is permitted outdoors without prior permission.

Accessibility

Please let us know in advance if you or your attendees have access requirements so we can support safe and inclusive use of the space.

Additional Resources & Technical Support

Levenshulme Old Library offers a range of optional additional equipment and technical support services which can be added to hires at additional cost. This includes items such as projector and screen hire, PA equipment, tea and coffee facilities, microphones, stage lighting and technical support.

Please see the separate pricing and technical information document for details of available equipment, services and associated charges.



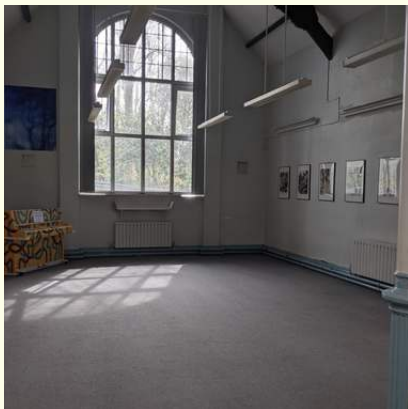
Making a Booking at Levenshulme Old Library



Levenshulme Old Library is a community-led arts space in Levenshulme, South Manchester. It has two bookable rooms. You can hire one or both depending on what you're planning.

Our Spaces

The Main Space



The Studio



Our main space has a capacity of 100. It contains around 60 chairs and 10 tables. It is also equipped with stage lighting, an AV system, a projector and screen and pop-up staging which can also be hired.

Both the Main Space and the Studio cost £25 per hour to hire. Concessions are available for community groups.

The Main Space

This is our largest room and is best suited to events with larger audiences, performances, talks, workshops, parties and community gatherings. It is a flexible space that can be set up in different ways depending on your activity.

The Main Space has step-free access, accessible toilets, and access to a small kitchen area with a sink, kettle, fridge and microwave.

The Studio

The Studio is a smaller, brighter room, well suited to meetings, rehearsals, classes, one-to-one sessions and small group activities. It has a maximum capacity of 40.

The Studio has a stepped entrance. Toilets for Studio bookings are accessed via the Main Space.

Hiring both rooms

If your activity needs more space, you can book both the Main Space and the Studio. This can be useful if you want a breakout room alongside a main event, a quieter space running alongside a busier activity, or a separate area for preparation or small-group work.

You can select both rooms when making your online booking.

Note: Because of noise, access and safeguarding considerations, we don't always allow one space to be hired while an unrelated activity is taking place in the other. However, in some circumstances this may be possible.

If you're planning an activity that might overlap with another booking, or you're unsure how your use of the space might affect others, please get in touch with us before making your booking and we'll advise.

And if you're unsure which space is most suitable for your activity, or whether you need one or both rooms, you're very welcome to email us at hello@levenshulmeoldlibrary.org.uk

Making a Booking

You can use our Hallmaster system to book our spaces and to share information about the activities which you are running at Levenshulme Old Library.

This can be found on our website: levenshulmeoldlibrary.org.uk/venue-hire/

When create a booking, you can choose to make it public so it appears on our online calendar. This helps people see what's going on in the building, find your event and book tickets.

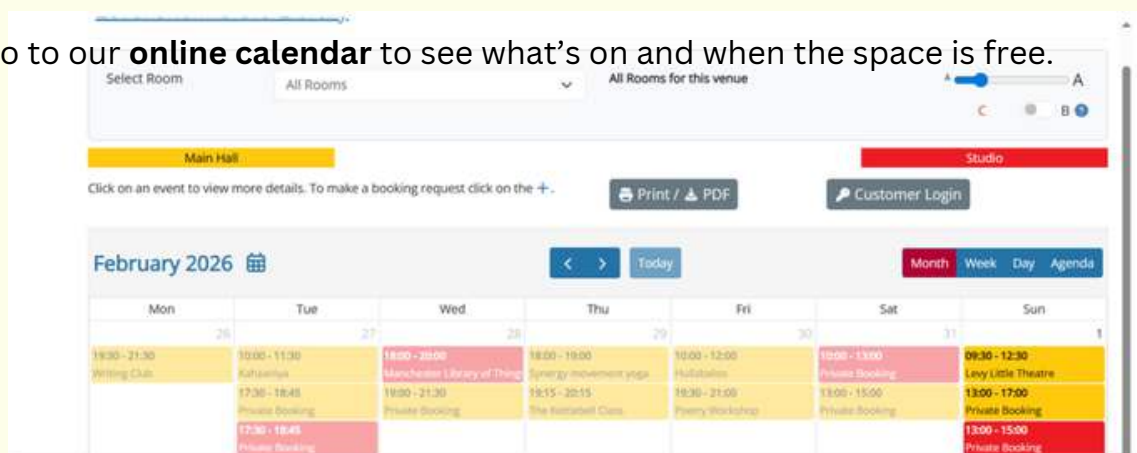
If you choose not to add any public details, your booking will show on the Levenshulme Old Library website as blank without any event information.

If you set your booking as 'private' it will hide any details of your booking from the public, including the name of your booking.

Levenshulme Old Library can support activities that take place at the centre, so if you want people to come to your activities it is important that you ensure that you include these details when making your booking.

Step 1: Open the calendar

Go to our **online calendar** to see what's on and when the space is free.



There should be a small “+” sign on the date and room you want, click it to make a booking request.

(If there’s no “+”, that date can’t be booked online - you can email us to find out why this might be the case)

Step 2: Create your account or login

If this is your first time booking, Hallmaster will ask for your name, contact details & a password.

Once complete, you will be asked to verify your email address.

Once you’ve made an account, you can log in any time to see your bookings, invoices & payments.

Step 3: Fill in the form

Each box on the form has a purpose:

- **Rooms** - tick the box to choose which space you want to use.
- **Booking name** - what your booking is called (e.g. “Birthday Party” or “Community Meeting”).
- **Start & end time** - include time to set up & tidy away.
- **Recurring booking** - if you want to book in a regular activity at Levenshulme Old Library, select this box - see below for the notes on this.
- **Activity type** - what kind of event it is (e.g. class, rehearsal, private party).
- **Additional items** - if you need a PA system, a projector, or other items, this is where you let us know.
- **Description** - this is where public-facing info can be added if you want people to find your event (e.g. what it is, ticket links, who it’s for).
- **Privacy** - this tells us how you want your booking listed publicly - see below for more info.
- **Number of people** - roughly how many will attend.
- **Special requirements** - if you have information you want to share with us but don’t want to include it in the description this is where to add it so it comes through to our team in your booking email.

Step 4: Recurring bookings

If you want to book regular sessions, eg. every Tuesday evening or the first Saturday of each month, tick the box for **recurring booking** and choose how often it repeats.

Hallmaster will then show the dates in a list below with any clashes highlighted in red so you can adjust your dates before sending the request.

We may not always be able to confirm bookings too far in advance, as our programme of community events is planned throughout the year. If you're requesting a date several months ahead, we may get in touch for further details rather than confirming your booking.

Step 5: Choose privacy settings

You can pick how your booking appears on the public calendar:

- **Private** - shows only "Private Event" (no details visible).
- **Public (contact info hidden)** - shows your event name & description, but keeps your contact details private.
- **Public** - shows your event name, description & contact details.

Step 6: Agree & send

Tick to accept our hire terms & conditions, then press **Save**.

We recommend reading through our terms & conditions if there is any additional information you think you might need. You can also get in touch with us by emailing hello@levenshulmeoldlibrary.org.uk

Once you have saved your booking ~~you'll get an email confirming we've received~~ your request - please note that this is not a confirmation of your booking, but instead confirmation that we have received your booking request.

We will then check your details. We may get in touch if we have any questions about your booking or need to provide you with any relevant information. We will then confirm the booking, after which you'll be sent an invoice along with

a payment link.

Payment is required in advance of all bookings that take place.

Step 7: Confirmation & access

Once your booking is confirmed and payment is arranged, you'll receive a confirmation email.

This will include **an access code** so you can get into the building at the time of your booking.

Please keep this code safe and don't share it with anyone who isn't part of your booking. Please note that this code will only work during the timeslot your booking is scheduled. Our team will be in touch with further information.

Step 8: Manage your booking

Once you have an account set up you can log in to Hallmaster any time to:

- See your booking & payment details
- Access invoices
- Make more bookings

If you need help, email hello@levenshulmeoldlibrary.org.uk

Public Liability Insurance

Some activities will require the hirer to hold Public Liability Insurance (PLI). This is usually needed for organised, public-facing activities such as classes, workshops, rehearsals, ticketed events or regular groups, where the hirer is responsible for participants. Private hires and informal meetings do not usually require PLI. If PLI is needed, we may ask for a copy of your insurance certificate before confirming the booking. If you're unsure whether your activity requires PLI, please get in touch and we can advise.



Levenshulme Old Library

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