

TRURO CITY COUNCIL



Truro Community Library Meeting Rooms Terms and Conditions of Hire

Town Clerk's Department
Municipal Buildings
Boscawen Street
Truro TR1 2NE
Tel. (01872) 274766
www.truro.gov.uk
events@truro.gov.uk

Please see below list of conditions of hire for all Truro Community Library Meeting Rooms, please note should you not adhere to any of these conditions you may be financially penalised.

Booking and Payment

- All prices subject to annual increase.
- Please note that your application and booking will not be confirmed until you received such confirmation in writing from Truro City Council.
- Cancelled bookings will be subject to a cancellation charge, this charge will be a percentage of the total booking fee listed in the confirmation email and based on time of cancellation (listed below). All booking cancellations must be confirmed in writing to Truro City Council.

Bookings cancelled prior to commencement date:

- 1 month: No charge
- 15 – 30 days: 25% of total booking fee
- 4 – 14 days: 50% of total booking fee
- less than 3 days: 100% of total booking fee
- Truro City Council reserves the right to charge 30% deposit on confirmation of any evening bookings.
- The hirer agrees to the hire fee as listed in the booking confirmation email. Truro City Council will invoice you after your booking has taken place, this will include any additional services such as printing. Payment can be made via Cheque or BACS (in which case the invoice number must be used in the BACS reference).

Use of Rooms

- The hirer must adhere to the session times as specified in this application form and agreed upon confirmation by Truro City Council. If the booking extends past the agreed time or starts before the agreed time without receiving permission from the library the booking will be subject to additional session charges and/or any expenses incurred as a result of the extension including but not limited to additional wage costs for the staff to facilitate the extra time. Please ensure you familiarise yourself and your attendees with the library opening times.
- The hirer must ensure that the room capacity as specified by Truro City Council is not exceeded. Should the number of attendees be more than specified in this application form and agreed upon confirmation, Truro City Council reserves the right to cancel the booking at the cost to the hirer.

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- Truro City Council reserves the right to change the room however will endeavour to contact the hirer before doing so. All reasonable efforts will be made to ensure that any room will be as suitable as the one originally booked.
- The hirer agrees not to damage any library property and to leave the rooms clean and tidy after use. The hirer shall ensure that the room is left at the end of the hire period in the same condition as at the commencement of the hire period. The use of blu tac or similar material is prohibited on any surface in the library. Masking tape will be supplied should you want to place anything up on the walls.
- Truro Community Library has a Wi-Fi network for the meeting rooms – the password list will be available in the meeting room at the beginning of the meeting. Truro City Council however cannot be held responsible for the Wi-Fi not working.

Fire and Emergency Evacuation

- The hirer is responsible for ensuring that all their attendees have signed the sign in sheet that will be in the meeting room at the beginning of the meeting.
- The hirer is responsible for ensuring that all attendees are aware and adhere to Truro Community Library Fire Evacuation Procedure. The fire evacuation procedure is that when the fire alarm sounds everyone should immediately evacuate the building by the nearest fire exit, without using a lift and go straight to the fire assembly point. A detailed Fire Evacuation Procedure document will be provided to the hirer at the time of booking.
- The hirer agrees to appoint attendees to be responsible for ensuring that all attendees with limited mobility attending the booking can leave the building safely if the fire alarm sounds.

Liability and Damage

- Truro Community Library accepts no liability for loss of or damage to property brought on to the library premises and any property owned by or in custody of the hirer, your employees, guests, customers, clients or invitees to the library.
- The hirer shall be liable for any damage caused by you, your employees, guests, customers, clients, or invitees to the library. If any damage occurs the hirer will be liable for the full cost of any repairs, replacement or reinstatement works required.
- You are advised to secure you own insurance policy against any cancellation charges which you could be liable for under these terms and conditions.

General

- The hirer agrees to abide by any changes to these terms and conditions that Truro City Council notifies you of in writing or by email.
- The hirer agrees to not put up any notices or signs outside, or in any part of the Truro Community Library, without the written permission from Truro City Council.
- The hirer agrees to ensure that no animals are allowed into Truro Community Library except for guide dogs.
- Parking is not available at Truro Community Library, however there are car parks nearby and a park and ride service is also available. It is the hirers responsibility to communicate this to all attendees to ensure there is no unauthorised parking.