

BARROW COMMUNITY LIBRARY

HIRE AGREEMENT version 5

This is the Agreement for the hire of Barrow Community Library between Barrow upon Soar Community Association (Charity number 1156170) ("BUSCA") and

Hirer (name)

Hirer contact person: Name

Address

Mobile number

E-mail address

BUSCA contact person: Name

Address

Mobile number

E-mail address

[illegible]

Regular hire: Day of week: Start time: End time:

First date of hire:

Number of weeks:

Purpose of hire:

The fee for the hire of the Library is £ per hour or part hour.

Prior to accepting a booking BUSCA will require the Hirer to provide evidence that the Hirer has public liability insurance for a named sum (eg £2 million).

By signing the Agreement, the Hirer acknowledges that:

1. A representative of BUSCA has shown a representative of the Hirer the layout of the Library and in particular:
 - the location of fire alarm points
 - fire evacuation procedures, routes and assembly point
 - location and use of telephone
 - location of first aid kit
 - location of the accident reporting book
 - method of accessing wifi

2. No additional equipment may be brought into the Library without the permission of BUSCA and if BUSCA permits electrical equipment to be brought into the Library such equipment must show evidence that it has been properly tested.
3. No candles or other naked flames may be used in the library.
4. The Hirer will be responsible for reimbursing BUSCA for the cost of any damage to the Library caused by the Hirer's use of it and for the cost of replacing or repairing any equipment in the Library which is lost or damaged while the Hirer is using the Library.
5. An authorised representative of the Hirer has read the terms and conditions attached to this Agreement and has acknowledged on behalf of the Hirer that they apply to this Agreement.
6. Either the hirer has its own safeguarding policies [], or the hirer wishes to use the library's adult and children's safeguarding policies []. (Please tick the appropriate box).

Either party may terminate the Agreement by giving at least one week's notice to the other otherwise a charge may be incurred.

Signed on behalf of BUSCA:

Name:

Date of signing:

Signed on behalf of the Hirer:

Name:

Date of signing:

TERMS AND CONDITIONS

1. The Agreement is personal to the Hirer and the Hirer may not, while at the Library, sublet or share with third parties.
2. When the Hirer vacates the Library, the Hirer will (a) ensure that the Library is left secured with the alarm set and the gate to the car park locked and (b) leave the Library and its contents in the same condition and layout as they were before the Hirer took up occupation.
3. No food, drink or animals (except guide dogs) shall be brought into the Library by the Hirer without the consent of BUSCA.
4. The Library may not be used for any trade or business without the consent of BUSCA nor for any illegal activity.
5. The Hirer uses the Library (including the car park) at its own risk and BUSCA shall not be liable for any loss or damage to property or person.