

GENERAL

1. These regulations apply to all premises and grounds run by Bristol Libraries.

PROCEDURE

2. By making a booking, you agree to be personally responsible for paying the fee and complying with these regulations.
3. You must make your application at least 7 days before you want to use the premises. Any applications for nearer the time of booking may be considered if sent to librarybooking@bristol.gov.uk subject to availability.
4. Your booking will be provisional until Bristol Libraries confirm your booking.
5. You can apply for dates within the next 12 months. Room hire charges are subject to change in April each year.
6. The premises or grounds can only be used by the group on whose behalf you apply.
7. Bristol Libraries may cancel your booking at any time for any reason. You will be given the reason and may be offered an alternative date or a refund of the fee/adjustment of the balance outstanding. The exception will be if you have broken these regulations.
8. If you use our premises outside the terms of an agreed booking you will be charged at the prevailing rate.
9. Bristol Libraries may impose special conditions on a letting e.g. fire precautions, security, the exclusion or admission of any person, animal or equipment.

CHARGES AND REFUNDS

10. You must pay all charges at least 7 days before the date of your booking.
11. Charges will be made at rates fixed by Bristol Libraries and may be liable to change without prior notice.
12. Bristol Libraries will not refund charges where you have cancelled a booking with less than 7 days' notice.

CARE OF PREMISES

13. You must ensure that there is a responsible adult present and able to supervise at all times during the booking.
14. You must take care of all furniture and fittings present in your hired space and should not use any furniture from elsewhere in the library building.
15. Where decoration or additional fixtures are required, a valid risk assessment must be in place, and you may use only temporary arrangements needing no permanent fixing, which will not damage the premises
16. You must pay Bristol Libraries the cost of any damage to property resulting from your letting. You must clear away any rubbish and leave the premises/grounds in the condition in which they were found. You will be responsible for reimbursing Bristol Libraries for any additional costs incurred after a letting.

EMERGENCY PROCEDURES

17. Bristol Libraries do not provide first-aid medical facilities for hirers, nor guarantee access to a telephone for calling for assistance. You should make your own arrangements.

CONDITION OF PREMISES

18. Bristol Libraries are unable to guarantee the fitness, suitability or condition of the premises/grounds but will make every effort to see that they are in a reasonable state.

INSURANCE

19. You must have public liability insurance with indemnity of at least £5 million.

LEGAL REQUIREMENTS

20. You will comply with the legal requirements concerning consumption of intoxicating liquor and music licences, theatre licences and copyright. You will be fully responsible for obtaining any licences or any other permissions required, with the prior approval of Bristol Libraries.
21. You will comply with Section 12 of the Children and Young Persons Act 1933, that is to say where any play or entertainment is provided at which the majority of the persons attending are children, then if the number exceeds 100, it is your duty to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building or any part of it than can be safely accommodated there and to control the movement of children and other persons being admitted while entering and leaving the building and to take all other reasonable precautions for the safety of the children.
22. You will comply with the Equality Act 2010, with particular regard to fostering good relations between people from different groups, promoting equality of opportunity between different groups and eliminating unlawful discrimination, harassment and victimisation, with due regard to people from protected groups identified in the Act.
23. You are specifically forbidden to use or allow the use of the library/grounds for any illegal or immoral purpose and will not cause nuisance or annoyance to other users of the library or its neighbours.

COMPLIANCE WITH REGULATIONS

24. If you do not comply with any or all of these regulations Bristol Libraries may cancel your booking.

PRIVACY NOTICE

25. For information about how Bristol Libraries will use your personal data you can view our Privacy Notice: [Libraries Privacy Notice](#)