



BUCKBY LIBRARY & HUB
for books & buzz

Station Road | Long Buckby | Northampton NN6 7QB |
t: 01327 842591 | e: info@buckbylibraryhub.org | www.buckbylibraryhub.org | Charity: 1185196

NON-BUSINESS SHARED USE OF BUCKBY LIBRARY & HUB SPACE

Group Details

Individual/Group name.....

Main contact details [in case we need to contact you ahead of your arrival]:

Name:

Telephone No E-mail

Are you a registered charity? Yes/No Charity Number

Are you a not for profit organisation or group? Yes/No

Activity Details

Which day do you meet.....

How often do you meet?

Location (Inside or Garden) Start Time Finish Time

Shared Space use [when the Library is open] :

The charge for Regular Group Activities for not for profit users, groups and charities is :

£1 per session per person or family

I have read and agree to observe the BL&H Terms and Conditions as detailed below.

I have read and agree to observe the Covid Notice for Room Hire.

I will comply with the Fire Safety Regulations as displayed on the premises.

Signed..... Date

Group Lead

Booking availability confirmed to the group.

Signed..... Date

Bookings Manager

PLEASE SIGN TWO COPIES OF THIS BOOKING FORM.

PLEASE KEEP ONE AND HAND THE OTHER TO THE BOOKINGS MANAGER OR A LIBRARY & HUB VOLUNTEER.

Terms and Conditions

1. A signed booking form confirms the groups agreement to all Buckby Library & Hub (BL&H) Terms, Conditions & Instructions.
2. Bookings are confirmed when the booking form is counter signed by the BL&H bookings manager.
3. Groups agree to pay for all costs incurred due to breakages, damage or loss, any failure to observe terms & conditions or to follow instructions.
4. Any equipment brought onto the premises is not covered by BL&H insurance.
5. BL&H are not responsible for the loss or damage of personal belongings.
6. The type of activity being planned is to be disclosed before a booking can be accepted. This cannot be subsequently varied without the consent of BL&H.
7. Please supervise any accompanying children whilst in the premises. For reasons of safety they may not go into the kitchen or store.
8. Disorderly conduct of any kind will not be tolerated.
9. Please report breakages, defective equipment or anything that is unsatisfactory.
10. Groups must observe all Health & Safety, Fire Regulations and Operating instructions on display.
11. COVID-19 Guidance and Requirements. Whilst BL&H carries out regular cleaning of the library premises to ensure a clean and sanitary environment during normal library opening hours, hirers must:
 1. Adhere to the Government regulations and guidance that apply to your event/activity. This includes, for example, hand sanitisation, the wearing of masks and social distancing. Other regulations may apply.
 2. Ensure all attendees sign the attendance sheet or scan the premises QR code for Track and Trace
 3. Ensure anyone using the toilet facilities sanitise before and after use.
12. Smoking is not permitted in the premises.
13. Rubbish, including all food must be taken with you.
14. Groups are required to leave the premises as they found it.