

BUCKBY LIBRARY & HUB

*for books & buzz*

Station Road, Long Buckby, Northampton NN6 7QB : info@buckbylibraryhub.org : Charity CIO No: 1185196

www.buckbylibraryhub.org : Tel: 01327 842591

**EXCLUSIVE VENUE HIRE**

**Terms and Conditions**

1. A signed booking form confirms the hirer’s 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. Refunds cannot be made for cancellation within 7 days of booked dates.
4. A 50% deposit of the full booking total is required prior to the event(s).
5. Hirers agree to pay for all costs incurred due to breakages, damage or loss, any failure to observe terms & conditions or to follow instructions.
6. If the total time booked is exceeded, an additional payment will be due.
7. Public Liability Insurance for ‘commercial’ bookings is the responsibility of the event organiser.
8. Hirers’ equipment is not covered by BL&H insurance.
9. BL&H are not responsible for the loss or damage of personal belongings.
10. The type of event being planned is to be disclosed before a booking can be accepted. This cannot be subsequently varied without the consent of the Bookings Manager.
11. Please supervise children whilst in the premises. For reasons of safety they may not go into the kitchen or store.
12. It is the hirer’s responsibility to ensure that all visitors leave the hall as quietly as possible to minimise disturbance to local residents.
13. If music is played, please ensure that windows and doors are kept closed and that our neighbours are not disturbed. Please note we do not hold either PPL or PRS licenses at the current time.
14. Disorderly conduct of any kind will not be tolerated.
15. Please report breakages, defective equipment or anything that is unsatisfactory to the Bookings Manager.
16. Hirers must observe all Health & Safety, Fire Regulations and Operating instructions on display. Including:
	1. A responsible person over the age of 21 years must be present at the event to ensure the safe evacuation in the event of a fire
	2. Fire Exits must be kept clear at all times and never propped open
	3. Hirers must ensure they know the Fire Equipment locations
	4. Hirers must advise all attendees of the evacuation procedure in the event of a fire
	5. Hirers must comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and Licensing Authority
17. COVID–19. Hirers must adhere to the Government regulations and guidance that apply to your event/activity at the time of signing.
18. Smoking is not permitted in the premises.
19. Limited parking is available to the side of the building on a first come first served basis. Further parking is available on the Market Square or in the nearby Co-op car park. Please note the latter has a two hour limit. Please do not park on pavements.
20. Rubbish, including all food must be removed by hirers.
21. Hirers are required to leave the premises as they found it.
22. Hirers must not leave until the designated Keyholder is present to lock up and set the alarm.
23. The sale of alcohol is permitted only when the following mandatory licensing conditions are agreed to and signed by the hirers Designated Responsible Person for the proposed event/activity.

1. (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children–

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to–

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on– (i) the outcome of a race, competition or other event or process, or (ii) the likelihood of anything occurring or not occurring;

 (e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

3. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

4. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

5. (1) The premises licence holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, one of the following forms of identification:

* Passport; • Photocard Driver’s Licence; • Cards issued by local schemes that have been verified through the Proof of Age Standards Scheme (PASS) and bear the official PASS hologram; and • National Identity Card.

6. The responsible person shall ensure that

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures.

Name…………………………………………….(Designated Responsible Person)

Signed ...........................................................

Date ............................................................