

LIBRARY OF MISTAKES

TERMS AND CONDITIONS OF USE

This room hire agreement is made between the Didasko Education Company Ltd. and the Hirer.

1. Booking deposit and cancellation fee

Hirers must make an advance payment of 20% of the total booking fee within 14 days of acceptance of the booking unless otherwise agreed. Purchase order details are accepted in lieu of this fee for large organisations, but a charge may be made for cancellation in line with this condition of use.

If the booking is subsequently cancelled, a cancellation fee is payable as follows:

- a) Cancellation 14 or more days before the event: 20% of the total booking fee (to be offset against the deposit if paid);
- b) Cancellation less than 14 days before the event: 100% of the total booking fee.

2. Charges

Charges are made per hour **and must include set up and clear up times**. Access to the rooms is not available outside the hours booked. Payment should be made in advance of use. Payments may be made by BACS transfers or credit/debit card.

3. Use of the building

Please do not put notices or banners up without consultation with the Librarian.

We expect hirers to vacate the building at the end of the booking period and reserve the right to charge for over-run.

Please remove all rubbish and recycling yourself as we do not have a rubbish removal facility at the library.

Please note that balconies are out of bounds during events.

The removal of books or items from the Library is strictly prohibited.

4. Your Liability

- a) All property that is brought into the Library is the responsibility of the owner, and we accept no responsibility for loss or damage. We particularly remind visitors to keep valuables about their person. The Library has the right to dispose of property left on the premises for more than one month.
- b) You will be liable to compensate us for all damage to our property or breakages as a result of actions by members of your group during their use of the building.
- c) Please notify us of any damage or breakages, or any defects in the building that you have noticed.
- d) Our own public liability insurance does not extend to groups that are using the Library. It is therefore your responsibility to ensure that you are adequately insured against injury caused to a member of your group or to any other member of the public, or damage to property resulting from the actions of members of your group while they are using the Library.

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e) Hirers are responsible for the safety of electrical devices brought into the building.

5. Refreshments

Use of the kitchen is included, and we can provide details of caterers or you can use your own. The kitchen must be cleaned after use.

6. Audio-visual equipment

Use of our AV equipment is included in the price.

7. Fire Precautions

Fire doors must not be blocked and you should bring to the attention of attendees the location of exits.

8. Alterations to Bookings

We always endeavour to meet the needs of our clients, but reserve the right to alter the rooms booked, or to cancel any bookings already made, if necessary, in exceptional circumstances.

9. Access

The Library, save for its two balconies is on a single level and is wheelchair accessible.

10. Right of Entry

While we respect confidentiality, we reserve the right to access all parts of the building at all times.

11. Environmental Responsibility

We try to be environmentally responsible in our use of resources and management of waste.

12. Safeguarding

Any groups using the building are responsible for making their own arrangements regarding safeguarding of children or vulnerable adults, if appropriate.

The hirer shall ensure that:

a) Children are supervised at all times.

b) Any activities involving children, young people, or vulnerable adults comply with current safeguarding legislation. It is the responsibility of the hirer to ensure that all necessary child protection checks should be undertaken before the Hire Period commences. We do not accept any responsibility for the Hirer's failure to comply with this requirement.

c) All current legislation and regulations are complied with during the Hire Period so as to ensure that no discrimination takes place, regarding gender, race, colour, ethnicity, nationality, religion or belief, sexual orientation, disability or age. We do not accept any responsibility for the Hirer's failure to comply with this requirement.