



Terms and conditions for hiring Groby Community Library

1. The times booked should be adhered to at all times.
2. Hirers must pay prior to the date/time of booking. Payment can be made at the library in cash, by cheque - made payable to Groby Community Library Group or by BACS Sort code 08-92-99 Account Number 65792311.
3. All catering and drink requirements must be supplied by the hirer.
4. The hirer will be responsible for the cost of repairing any damage caused and replacing furniture or fittings lost or damaged.
5. The hirer will be responsible for call out charges arising from incorrect use of the alarm system.
6. The hirer will be responsible for the proper conduct of persons using Groby Community Library.
7. Groby Community Library does not accept liability for any damage or loss of property placed and left upon the premises whilst the library is being hired.
8. The hirer shall indemnify Groby Community Library against all claims, demands, actions or proceedings in respect of injury caused by or to any person that shall occur whilst the person is in the library.
9. The hirer accepts these terms and conditions on the basis that he/she as named will be held fully responsible during the hire period.
10. The books, IT equipment and cafe kitchen facilities are not part of the hiring agreement and should not be used during the period of hire.
11. Groby Community Library is let on the understanding that any member of the Library Committee has the right of entry at any time to the area hired.

12. Requests will be made to the full committee of Trustees and considered on individual merit.
13. The purpose of use is established to ensure the use complies with our Equality and Diversity policy with no political bias and is within the law and policies of Groby Community Library.
14. The library has one toilet with disabled access and baby changing facilities.
15. The library is run entirely by volunteers. Please leave the library in the condition you found it.
16. If you have problems with the premises, or if you need to contact us, please contact Groby Library on 0116 3053601 or outside of Library hours on 07434 695 117.
17. Because Groby Community Library may wish to alter their opening hours, we are not in a position to accept long term bookings; only on a month by month basis.
18. For further info email enquiries@grobylibrary.co.uk
19. Charges

Hire charges (Outside of Library hours) Price per session	Community	Commercial
Library Room - Monday to Saturday (Per Hour)	£10	£15
Library Room - Monday to Saturday (3 hours)	£25	£40