



APPLICATION TO BOOK A ROOM IN LIBRARY

.....Library

Name of applicant: _____

Position, if applying on behalf of a society, club or other body: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Invoice address if different to above: _____

Purpose for which required: _____

I wish to apply to hire the premises as detailed in the Schedule below for the purpose shown and in consideration of the letting being granted I undertake to indemnify the Leicestershire County Council. I have read and accepted the conditions detailed overleaf.

Signed: _____

Date: _____

Date of hire: _____ Time from: _____ Time to: _____

HIRE CHARGES	
Group 1	No fee
Group 2	£6.00 per hour
Group 3	£10.00 per hour

FOR LIBRARY USE	
Letting	FEE
Staffing costs	FEE
	£
RECEIPT NO: _____	

INDEMNITY AND CONDITIONS OF LETTINGS

1. To pay in advance all fees chargeable for the letting. Cheques and PO's when used should be made payable to "Leicestershire County Council" and crossed.
2. Bookings are not confirmed until full payment is received. The Hirer must give TWO MONTHS cancellation of a booking, otherwise the full charge will be retained. Termination of regular bookings requires ONE MONTH'S notice in writing by either party.
3. Hiring charges are subject to change and shall be those currently in force at the time a booking is made.
4. To adhere in full to the following regulations:-
 - (a) No preparation may be applied to the floors.
 - (b) Intoxicants shall not be brought on to the premises, unless specifically authorised by the Head of Libraries or Service Delivery Manager or authorised officer.
 - (c) No interference with library equipment, books or any other materials
 - (d) Interference with heating systems shall not be allowed
 - (e) the premises shall be vacated at the due time no later than 10pm.
5. **Bye Laws.** The person in charge of the library shall have the power to refuse or deny the use of the library to any person who neglects or refuses to comply with the Bye Laws, or who, in the opinion of the person in charge of the Library, is behaving in such way to prejudicial to the service or to the convenience of other readers.
6. During the period of the hiring, the hirer shall be held responsible for all damages, losses, claims and costs arising out of the use of the building and shall indemnify Leicestershire County Council for any claims arising from accidents whether fatal or otherwise to any employee or agent of the Council and to any member of the public and to any third parties, caused as a result of the hiring, except where due to the negligence of Leicestershire County Council its servants or agents.
7. To indemnify Leicestershire County Council against the consequences of any unauthorised performance of a copyright work during the period of use of the Library, and to complete the returns required by the Performing Rights Society.
8.
 - (i) The premises shall not be hired to the following organisations:
 - (a) The National Front
 - (b) The New National Front
 - (c) The British Constitutional Movement
 - (d) The British Movement
 - (e) The League of St George
 - (f) Column 88
 - (g) The British Democratic Party
 - (h) The British National Party
 - (i) Any other party which has racist aims.
 - (ii) The Council may cancel any hiring if in its opinion the organisation for which the premises are hired has racist policies, regardless of the stated reason for hiring the building. In such event the Council shall incur no liability to the hirer whatsoever, other than the return of any fee paid by him in respect of such cancelled engagement.