



Terms & Conditions of Hire

Note:

Within this document 'us' and 'our' refers to *Lambeth Elfrida Rathbone Society Ltd*, more commonly referred to as 'Rathbone', and its management, staff and other representatives.

Booking the rooms

1. Bookings can be made either by telephoning 020 8766 9280, by visiting our website at www.rathbonesociety.org.uk, or in person at The Old Library.
2. Bookings are not confirmed bookings unless payment of the security deposit (£50.00) is received and the booking form is completed, either online or in person at The Old Library.
3. The booking will be confirmed when you have received a final confirmation email, via the Hallmaster system, formally validating the Room Hire booking between both parties.
4. Where the Hirer or named person is self-employed and provides a service to the public, a copy of their Public Liability Insurance Certificate must be provided.

Using the rooms

1. The Hirer or named person(s) are obliged to comply with local by-laws and other legislation relating to noise and the environment, health and safety, fire regulations and with any building management regulations notified to them.
2. The Hirer or named person(s) on the booking form must be on the premises for the duration of the booking.
3. Rathbone's team are responsible for keys, security, safety and cleanliness.
4. In the event that rooms are left in an unsatisfactory condition, part or all of the security deposit (depending on the state of the rooms) will be retained by us.
5. Hirers or named person(s) will be held liable for any damage caused through their actions or through any negligent failure to act on their part.
6. The Old Library is strictly a non-smoking environment. Naked flames are not allowed anywhere within the building.
7. There is a complete prohibition on the playing of amplified music in the building after 8pm.

8. Upon completion of use, the Hirer or named person and a member of Rathbone's team will check and confirm that all hiring conditions have been met.
9. No hirers or named person(s) will have access to any keys, either external or internal, unless by prior arrangement with the Rathbone's management team.
10. Rathbone's team reserves the right to enter hired rooms in the event that vital or urgent building control issues arise.
11. Hirer's or named person(s) are reminded that bookings are for an agreed time period. Any overrun of bookings will be charged at the appropriate rate, in order to cover staffing and other costs.
12. In the unlikely event that the Hirer or named persons are found to be using a room or space in an unacceptable manner the customer may be required to vacate the room forthwith, in which case no part of deposit will be refunded and the customer will still be expected to pay the invoice for the room.
13. Please check the website or by telephone or in person as to what facilities are included within the room hire fee (e.g. internet access).

Payment

Invoices will be emailed during the first week of each month and to be paid within 4 weeks of receipt.

If paying by cheque,

Cheques are to be made payable to **Rathbone Old Library**

BACS payments are also acceptable, details as follows;

Account Name: Rathbone Old Library
Sort Code: 40-52-40
Account Number: 00023692
Reference: Hirer name, room & date of hire

Failure to comply with these conditions may result in **refusal of further use of The Old Library** and/or a financial penalty i.e. if the account falls into arrears and is not brought up to date within an 8 week period, we may have no alternative than to initiate **small claims court** proceedings.

Cancellation by Hirer

A minimum of 5 working days' notice is required for cancellations, otherwise charges will be incurred. (A 'working day' is a week day other than a bank holiday.)

25% of full booking cost chargeable for cancellations with 6-10 working days notice
50% of full booking cost chargeable for cancellations with 1-5 working days notice
100% of full booking cost chargeable for cancellations with notice of 1 working day or less.

Cancellation by us

In the unlikely event that a booking is made and has been paid for but then for reasons outside our reasonable control, and we are unable to honour the booking, you will be entitled to a full

refund but will not be entitled to any compensation or other remedy. In such circumstances we will try to offer an alternative room or rooms where possible.

Signature:

I the undersigned agree to all the conditions of hire and will accept responsibility in the event they are breached.

Signature:	Date:
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Please return completed forms to:

Email: c.king@rathbonesociety.org.uk

Post: Bookings
The Old Library
14-16 Knights Hill
West Norwood
London
SE27 0HY