

# BARROWBY PARISH COUNCIL

Tel: 07472 857717 Email: [caretaker@barrowbyparishcouncil.gov.uk](mailto:caretaker@barrowbyparishcouncil.gov.uk)

## **READING ROOM HIRE AGREEMENT TERMS AND CONDITIONS**

1. This agreement is made between the hirer named below and Barrowby Parish Council. The hire charge is variable. We offer a discounted rate for Barrowby residents and block bookings – please contact the Caretaker for further details. A £50 deposit, refundable on completion of the hire subject to the hire terms, is required to secure the booking. **Full payment of the hire charge is due before the event takes place.**
2. Regular hirers will be invoiced at the end of each month and payment is due within 14 days of the date of the invoice.
3. We prefer payment by BACS/Internet Banking wherever possible. Our Bank Account details are: Barrowby Parish Council 05-04-42 50009755 and quote your name as reference.
4. If you pay the deposit by cheque it will be destroyed after the hire date subject to the terms of the hire agreement. Please make cheques payable to Barrowby Parish Council and post to the address above.
5. Please note that the full fee will be charged for all cancellations with less than 24 hours-notice. 50% of the fee will be charged for all cancellations with less than 48 hours-notice. Cancellations are to be made by telephone to the Caretaker on 07472 857717
6. Please ensure your booking includes enough time for setting up and tidying away. An additional charge of £5 will apply for every 15 minutes beyond your booked time. We recommend booking extra time in advance if you think you may need it, to avoid extra charges. This charge will be deducted from your deposit or invoiced separately if applicable.
7. Your hire charge includes heating, electricity, and all facilities of the Reading Room during the time you have booked and paid for.
8. No changes shall be made to the building or fixtures and fittings without prior approval of the Caretaker & Barrowby Parish Council. **Please do not use drawing pins, Blue tac or Sellotape on the walls.**
9. All hirers are responsible where necessary for the hallway, kitchen and toilets, storing away tables and chairs, closing all the windows and doors securely and switching off all internal lights.
10. The Heating will be set to come on prior to your booking and therefore ask that you do not alter the heating controls. If for any reason the heating is not sufficient or excessive, please let the Caretaker know.
11. Hirers are respectfully asked to leave the premises in pre-hire condition. This includes sweeping the floors of all the rooms used and wiping any spillage/mess up. Black bin bags are available under the sink if required.
12. At the end of your event the Caretaker will come along to lock up. Please do not leave the building insecure should the Caretaker be delayed for any reason. If the Reading Room is deemed to be satisfactory and there is no damage your deposit will be returned by internet banking, or your cheque will be destroyed. (If any damage is found or if it is felt that the room is not of a satisfactory standard, we will keep all or part of your deposit paid as per this agreement). All damage must be reported to the Caretaker. You will be invoiced in full for any unreported damage found following your hire. If you are finishing earlier or later than the planned time ring the Caretaker on 07472 857717.
13. Please note that there is a strict no smoking policy within the Reading Room (this includes e-cigarettes).
14. Car parking is on adjacent public roads. Please ensure they are not obstructed and please ask your guests to leave quietly at the close of your event. Car doors banging and loud talking can disturb our residents.
15. If you have any further queries or require further assistance, please contact the Caretaker on 07472 857717 or email [caretaker@barrowbyparishcouncil.gov.uk](mailto:caretaker@barrowbyparishcouncil.gov.uk)
16. The WIFI code for the Reading Room is: BTHub6 Password: wbDCEm9vbhE4