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| **Standard Conditions of hire of the Berkswell Reading Room (“the Premises”)** |  |  |  |  |

If the User is in any doubt as to the meaning of the following, the bookings secretary should be contacted immediately, on 01676 534566. The User is the person who has made the booking for the Premises.

**Supervision**

The User shall, during the period of hire, be responsible for the supervision and care of the Premises, the fabric and contents, to avoid damage, however slight and the behaviour of all persons using the Premises.

**Use of premises**

The User shall not use the Premises for any purpose other than that described in the booking process and shall not sublet or use the Premises for any purpose, or in any unlawful way, nor do anything, or bring onto the Premises anything, which will endanger the same or render invalid any insurance policies.

The User shall only be allowed to consume alcoholic liquor on the premises with written permission of the Committee’s authorised representative and on obtaining an alcohol licence from the relevant authority, which is the sole responsibility of the User. The use of naked lights, particularly candles, is prohibited.

The User shall not use or dispose of any substances that will cause damage or blockage to the Premises or its facilities. The User is responsible for ensuring that all food served/sold at the Reading Room is safe. The User will not affix any materials, hangings or displays to the walls, floors or ceilings without the prior agreement of the caretaker and for the avoidance of doubt no pins, nails, blue tac, sellotape, or similar fixing, will be used.

**Licences**

The Premises does not have a licence with the Performing Rights Society for the performance of copyright music. There is no Premises Licence so if a licence is required (for example for the sale of alcohol), the User should ensure the relevant licence is in place and that the requirements as laid down in any licence or legislation for alcohol, dancing or music are followed.

**Public Safety Compliance**

The User shall comply with all Premises policies which can be found on the website or available on request; these include but not limited to Safeguarding, Health and Safety, Fire Risk and any other policies as deemed appropriate by the Premises.

The User acknowledges the location of fire extinguishers, fire exits, fire doors and the action to be taken in the event of fire which includes evacuating the Premises, calling the fire brigade – see Fire Safety Notice and Evacuation Plan - and once safe to do so, contacting the Booking Secretary. The User should check that all fire exits are unlocked, escape routes are free from obstruction, fire doors are closed, exit signs are illuminated and that there are no obvious fire hazards at the premises

**Electrical Appliance Safety**

The User shall ensure that any electrical appliances brought by them to the Premises and used there is safe in accordance with current legislation and regulations. Where a residual circuit breaker is provided, the User must make use of it.

**Indemnity**

The User shall indemnify the Committee and other Reading Room volunteers and employees against the cost of any repairs and all claims, losses, damages and costs as a result of the User’s use of the Reading Room (including the storage of equipment).

**Accidents and dangerous occurrences**

The User must report all accidents and near misses to the Booking Secretary.

**Flammable Substances**

The User must not allow flammable substances to be used in any part of the Premises nor put any objects on or near any light fittings or heaters nor use any unauthorised heating appliances.

**Behaviour**

The User shall ensure that neighbours are not disturbed, excessive alcohol and illegal drugs are not consumed and no drunk and disorderly behaviour is permitted in the vicinity of the Premises.

**Cancellation**

If the User wishes to cancel the booking, any deposit paid will be forfeited. If cancellation is within 7 days of the hire, full fees are payable subject to the discretion of the Committee.

If the Committee wishes to cancel the booking, as much notice as possible will be given and the User shall be entitled to a refund of any monies paid but the Committee will not be liable to the User for any resulting direct or indirect loss or damages whatsoever.

**End of the period of hire**

The User shall be responsible for removing any items brought to the Premises, leaving the premises and surrounds in a clean and tidy condition, properly locked and secured, turning off lights and heaters (where appropriate), closing all doors and ventilators, replacing all chairs, tables and contents temporarily removed from their usual positions and leaving the Reading Room and the outside areas in a clean and tidy condition. ***If these conditions are not met, the Committee shall be at liberty to make an additional charge.***

**The Committee reserves the right**

Of admission for one or two officers of the committee during any period and to refuse any application for hire of the Premises for any reason it may consider sufficient.

**Rights**

The Premises booking constitutes only permission to use the Premises and confers no tenancy or other right of occupation of the User.

Reading Room Committee January 2025