

# Room Booking Form Hire Rates & Agreement

Revised November 2019

**Enquiries to:**

**[info@carnegiecommunitytrust.org.uk](mailto:info@carnegiecommunitytrust.org.uk)**

(goes to all Trustees)

Or leave a message in CCT post tray.

# Carnegie Community Hub – Room Booking Form & Hire Agreement

Revised November 2019



Carnegie Community Trust (CCT) is a Charitable Incorporated Organisation established to expand use of the Carnegie Library Building as a Community Hub, run by and for the local community in Herne Hill.

CCT is licensed by Lambeth Council to hire out rooms in the Carnegie Library Building under a hire agreement.

## To request a viewing and/or to discuss a booking:

Either email: [info@carnegiecommunitytrust.org.uk](mailto:info@carnegiecommunitytrust.org.uk) or phone CCT on 07729 806881 / 07976 965536

To make a booking, please read all 3 pages of this form, print, complete and sign it, and deliver it to CCT at the above address. You can hand deliver to the CCT Post Tray in the Library.

Or scan the signed form and send it to: [info@carnegiecommunitytrust.org.uk](mailto:info@carnegiecommunitytrust.org.uk)

**Hirer full name** .....

*This is the person or organisation responsible for the hire.*

## Contact details

Name: .....

Email: .....

Phone: .....

Address: .....

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**Name of Room required** .....

**Date room required** .....

**Start and finish times** .....

*Please note, only whole hours. We do not offer part hours.*

**Title of event or session** .....

**Length of session** .....

*This is the hire time in whole hours and must include set up time and clear up time.*

**Number of attendees** .....

**Will children be attending?** Yes / No .....

*If the answer to this question is yes we will ask you for further information.*

**Does your organisation have insurance for this activity?** Yes / No .....

Coffee and tea making facilities are available at no additional charge. Please indicate if you have additional equipment needs. A PA (with radio mics) and mobile TV screen are available to hire.

# CARNEGIE COMMUNITY TRUST CIO

## Room Hire Rates from 1st November 2019

Please note there is currently no VAT charge

Half day taken as 3.5 hours    Whole day taken as 7 hours

### 1. Private / Commercial Hire

#### Large Room

Hourly rate     **£80**  
Half day        **£150**  
Whole day       **£300**

#### Medium Room

Hourly            **£40**  
Half day         **£75**            Community **£40**  
Whole day        **£150**

#### Small Meeting Room

Hourly            **£30**  
Half day         **£55**            Community **£30**  
Whole day        **£110**

### 2. Community Hire - 50% of the above rates or as shown

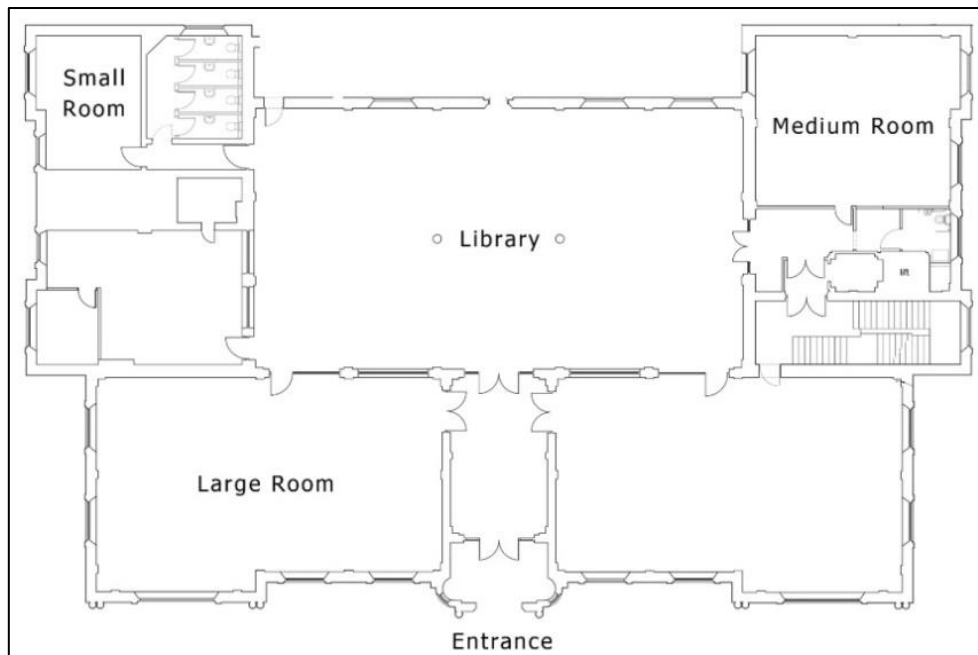
To apply for the Community Rate you must be either a charity or a small local voluntary group that is non-profit making.

### 1. Plan of the ground floor rooms

Large 150 sq. m

Medium 100 sq. m

Small 50 sq. m



## CCT Terms & Conditions of Room Hire

1. Room hire is only secured upon our receipt of a completed booking form, a deposit for 50% of the room hire charge and upon our confirmation of the booking. The deposit is non-refundable in the event of cancellation by the customer. If no payment is made at the time of booking only a provisional booking can be made. This provisional booking **may be lost** if a confirmed booking with payment is made for the same dates/times.
2. Payment for the remainder of the room hire charge and any charges due in respect of catering or equipment hire will be due within 30 days of receipt of the invoice raised for these items, or the balance of the room hire charge must be paid in advance of the booking date – whichever is sooner.
3. **Payment** by cash, cheque or bank transfer to **Carnegie Community Trust CIO**  
Metro Bank PLC Account: 15458097 Sort code: 23-05-80
4. In the event of a cancellation by the customer for any reason, the following charges will apply:
  - Cancellation one week or less before the date of hire commencement– 100% of the hire charge.
  - Cancellation more than one week before the date of hire commencement – 50% of the hire charge.
5. We reserve the right to cancel a booking and will aim to give reasonable notice except in cases where the cause of cancellation is beyond our reasonable control or if a customer is in arrears from a previous booking.
6. In the case of a short session (1 or 2 hours) we reserve the right to move the booking to another room if a Half Day or Whole Day booking of the room is subsequently received.
7. From time to time we may alter or amend prices or other details shown on our website or other literature. Customers will be invoiced for the rates applicable at the time their booking is confirmed and it is the customer's responsibility to check the rates applied.
8. The fire evacuation plan for the building is posted in the Library. CCT health and safety policy and child and vulnerable adult safeguarding policy are posted on our website. It is a condition of booking that hirers familiarise themselves with this information.
9. The customer is responsible for cleaning up after the hire. Any surplus or used materials should be disposed of and the hired room (and kitchen if relevant) must be left in the condition it/they were found in. Single use plastic is discouraged.

### Additional Information

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### Declaration and agreement of Hirer

I agree to the above Terms & Conditions and understand that I, the undersigned, or my organisation will be held responsible for compliance with those Terms & Conditions, including health and safety requirements such as signing in and out of guests, and prevention of unauthorised access. I, the undersigned, or my organisation will make good (via financial or other means) any mess, damage, theft, loss or other issues that arise during the hire period and result in cost for CCT.

Name: (please print) .....

Signature: .....

Date: .....

Name of organisation: .....

Position in organisation (e.g. Chair, vice chair) .....

Telephone: .....

Email: .....