

**Room Hire Enquiry Form**

**Brighton & Hove City Libraries**

Please ensure you have read and understood the Terms and Conditions of hire sent with the enquiry form, together with the Cancellation Policy. This booking form is to be completed by the person responsible for the hire, payment and any associated fees or charges.

Please return this form to jubileelibrary.conferencebookings@brighton-hove.gov.uk

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|  **CONTACT & INVOICING DETAILS** |
| **Contact Name** |  |
| **Organisation** |  |
| **Organisation Address** |  |
| **Postcode** |  |
| **E-Mail** |  |
| **Telephone Number** |  |
| **Invoice Contact &** **Address**(If different from above) |  |
| **Recharge Cost Centre** (BHCC Council Only) |  |

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|  **Venue** |
| **Jubilee Library** |  | **Hove Library** |  |
| **Coldean Library** |  | **Woodingdean Library** |  |
| **Whitehawk Library** |  | **Hangleton Library** |  |
| **Room Booking:** |  |
| **Hire Charge \*** |  | **\*All room hire is subject to VAT (excludes B&HCC)** |

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|  **ROOM BOOKING DETAILS**Please note: Both attendees and trainers will need to vacate the room by the end of your session. The earliest door entry time is 8.30am, this includes trainers/organisers. Due to the Library opening at  10.00am entry will not be possible from 9.50am-10.00am. |
| **Purpose of Hire** |  |
| **Title of Event** |  |
|  | **Date** | **Start Time** | **Finish Time** | **Expected arrival time of attendees** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |

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|  **REQUIREMENTS** |
| **Number of Attendees** |  |
| **Layout** | **Boardroom** |  | **Cabaret** |  | **Theatre** |  | **Open Space** |  |
|  | **Horseshoe of Tables** |  | **Horseshoe of Chairs** |  |  |
| **Additional layout requirements:** |
|  **EQUIPMENT** |
| **Display Screen**  |  | **Flipchart Paper/Pens** |  |
| **DVD Player** |  | **Wi-Fi available in all rooms via Link Free** |  |
| **Teas & Coffees** | **Y/N** | **Serving Times** |  |  |  |
| **Additional equipment requirements:** |

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| **Evacuation of Attendees** | **Yes/No** |
| **Does anyone attending your event need mobility assistance in the case of an evacuation?** |  |
| **If Yes please speak to the Conference Team to discuss in more detail** |  |

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|  If this is your first enquiry with us, please indicate how you found out  about the Jubilee Library Conference Rooms (please place an **X** in the relevant box): |
| **Word of Mouth** |  | **Library Website** |  | **Publication** |  | **Other Website** |  |
| **Search Engine** |  | **Other (Please Specify**) |  |

**Brighton & Hove City Libraries**



**Terms and Conditions of Use for
Library Service Conferences & Room Hire**

**Room Hire and Conferences set up and dismantling**

Please note that the earliest door entry time is 8.30am, this includes trainers/organisers. Due to the Library opening at 10.00am **entry will not be possible from 9.50am-10.00am.**

All Conference and Meeting Rooms must be vacated when the Library closes, unless additional hours have been booked.

Your conference room will be set up as per indicated on the booking form. If you make changes to the number of attendees or layout please discuss this with the team to ensure your required layout can be accommodated in the room.

**Health and Safety**

For your own health and safety please take care when moving any furniture or equipment without the Teams assistance.

The hiring organisation is responsible for any damage to Library furniture and equipment.

The Library service is not responsible for personal belongings and equipment left in the rooms if doors are unlocked. If you would like to securely store items in the room please speak to the team.

**Payment**

An invoice will be sent out by the Brighton & Hove City Council Central Collection Team after your event has taken place. Please make sure the invoice contact and address is completed.

**Cancellation Policy**

If more than 2 weeks notice is given you will not be charged.

If less than 2 weeks notice is given there will be a 20% charge.

If less than 2 days notice is given the full hire fee will be charged.

If the Library Service has to cancel the room for emergency building works a full refund will be given.

**Other hiring conditions**

* Please discuss parking with the Business Team. At Jubilee there are 2 disabled spaces in Jubilee Street but no other parking.
* The Business Team and Library Service are not responsible for the marketing of your event.
* Hirers are not allowed to watch live television or live streaming.
* Please do not attached items on the wall. At Jubilee Library please use the rails provided in Conference Rooms, 1, 2 and 3 to display any materials.
* The hirer must comply with Library by laws. These can be viewed on the Library website [www.citylibraries.info](http://www.citylibraries.info).

**Please sign and date to confirm you have read, understood and agreed to our terms and conditions**

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| **Signed: Date:** |