



## **LIBRARY ROOM: CONDITIONS OF LET**

1. When applying to hire please note a minimum of 7 days must be given for all necessary arrangements to be made. It is the responsibility of the booker to ensure appropriate time is allowed for booking confirmation to be processed.
2. All booking applications are subject to the approval of Ricefield Arts. Room booking is not confirmed until written confirmation is received by the booker.
3. Full payment for booking must be received by Ricefield Arts 3 days in advance of the venue hire. Payments by BACS, cash and cheque is acceptable.
4. Ricefield Arts must be notified of any change to contact details to the booking contact.
5. It is the responsibility of the room booker to comply with any licence requirements. Any booking where entry is charged must acquire an appropriate copyright broadcast license (music, films etc.).
6. The room booker must ensure that it complies with the requirements of the PVG Act, particularly in relevance to any events involving children, young people under 18 and/or vulnerable adults.
7. Room bookings are not transferable and must be used for the purpose stated.
8. The booking contact is responsible for the conduct of those attending the room hire.
9. The start time of the let is the time of access to the room, and the end time is when the group vacates the room. If groups overstay the time of let the relevant hire fee per hour will be applied, plus an additional administration charge.
10. A health and safety induction, including first aid and fire evacuation procedures, will be provided on arrival by a member of the Ricefield Arts team. The room booker must sign to confirm their understanding. The welfare of those attending the event is the responsibility of the room booker.
11. Ricefield Arts is not responsible for any loss of possessions that occurs during the room hire.
12. Ricefield Arts reserves the right to cancel bookings where correct procedures as outlined have not been followed.
13. Personal details and contact information provided as part of the room booking process will be used for the purposes of room hire only and not shared with any third parties.
14. It is understood that the room booker has reviewed and approved the 'Conditions of Let' and 'Booking Guidelines' at time of hire.