

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 3 working days' notice is given, the full hire fee will be charged.

If the Library Service must cancel the room booking for any reason out of their control, a full refund will be given.

There will be no charge for refreshments except where no notice of cancellation has been given.

Cancellation fees for out of hours hire and stewarding will be charged in line with room hire.

ROOM HIRE SETUP AND DISMANTLING

Your conference room will be set up as indicated on the booking form. Please ensure that your layout request is compatible with the capacity of your chosen room. In some rooms it is not possible to change the layout.

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. Please note that the conference team do not work at weekends and it is advisable to give at least 48 hours' notice of any amendments to a booking.

Please do not tack or pin materials directly to the walls.

Hirers will be held liable for loss or damage to library furniture and equipment during their hire including room keys where applicable. 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 conference team.

All rooms must be vacated when the library closes unless additional hours have been booked (contact the conference team for details).

Library opening hours and site information can be found on the main Brighton & Hove Council website [Our libraries and their opening times \(brighton-hove.gov.uk\)](http://brighton-hove.gov.uk)

INSURANCE

Hirers should provide us with a copy of their Public Liability Insurance certificate, valid for the period in which the booking is taking place (generally a minimum of £10 million per policy is required). Please seek advice from our team if you do not have this.

Where the partner organisation is a small community or voluntary organisation, or an individual operating on a not-for-profit basis, they may be covered by Brighton & Hove City Council's Public Liability extension to Third Party Hirers (an administration fee may be charged).

Public Liability Insurance is not required for 121 room bookings.

HEALTH AND SAFETY

Hirers should take care when moving any furniture or equipment, to avoid injury to themselves or members of the public.

Hirers should not block any library doorway or passageway or obscure any equipment or signage relating to evacuation.

Where an event includes vulnerable adults, children under 18 or has members of the public attending, hirers should provide an up-to-date risk assessment and a copy of your organisation's Safeguarding Policy.

OTHER HIRING CONDITIONS

The hirer must follow library by laws. These can be viewed on the library website [Library byelaws \(brighton-hove.gov.uk\)](https://www.brighton-hove.gov.uk)

Due to licencing restriction hirers are not allowed to watch live television or live streaming but may play music.

The Bookings Team and Library Service are not responsible for the marketing of your event.

Brighton & Hove Libraries will carry out due diligence to ensure that individuals and groups seeking to use library facilities are operating in accordance with Brighton & Hove City Council's [Equality and Inclusion Policy](#) and [Prevent Duty](#).

If booking the same space for more than seven consecutive weeks a licence contract may be required. (Does not apply to Brighton & Hove City Council hirers).

PAYMENT

Payment should be made in advance of the hire except where later payment has been agreed with the conference team.

Our preferred method of payment is by Credit/Debit Card or PayPal, both options are available on checkout if booking online. To pay by BACS (bank transfer), please contact the conference team if you would like this to be arranged.

Brighton & Hove City Council clients should provide a Cost Centre for internal recharge.