# Edinburgh Central Library - Room Booking Form

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| Your organisation and contact details | | | | | | | | |
| Name of organisation | |  | | | | | | |
| Surname of contact | |  | | | First Name |  | | |
| Street Address |  | | | | | | | |
| Town/ City |  | | | | | | Postcode |  |
| Phone No |  | | Email |  | | | | |
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| Which Meeting Room do you require? | **NOTE**: Room hire charges as agreed by CEC from 01 April 2025 are as follows: | **Which Hire Charge Category Applies to Your Group/Organisation?** |
| Choose an item. | * Community Rate – 1st Hour - £30.00 * Community Rate - Subsequent hours - £17.00 * Community Rate – Full day – £121.00 * Non - Community / Commercial – 1st hour - £83.00 * Non - Community / Commercial – Subsequent hours - £50.00 * Non - Community / Commercial - Full Day - £386.00 | Choose an item. |
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| About your event | | | | | | | | | | | | | | | |
| Type of event e.g., meeting, seminar, launch | | | |  | | | | | | | Number attending | | | |  |
| Date/s Required | | | |  | | | | | | | | | | | |
| Times Required | Start (set up) | |  | | | Event start |  | Event finish |  | | | Finish (breakdown) | |  | |
| Are you a registered charity?  Yes  No | | | | | Is a charge being made to attend the event?  Yes  No | | | | Will the event involve children/young people?  Yes  No | | | | | | |
| Terms and conditions of hire are on the reverse of this form. Please sign and date below to confirm that you agree to these terms and conditions. By typing your name, you agree to the terms and conditions. | | | | | | | | | | | | | | | |
| Signature | |  | | | | | | | | Date | | |  | | |
| Please email this form to [central.library.roomhire@edinburgh.gov.uk](https://edinburghcouncil-my.sharepoint.com/personal/2489212_edinburgh_gov_uk/Documents/Downloads/central.library.roomhire@edinburgh.gov.uk) | | | | | | | | | | | | | | | |

**A member of the library team will check availability and provide confirmation or otherwise.**

Office Use

|  |  |
| --- | --- |
| Confirmation provided: |  |
| Room hire charge agreed: |  |
| Payment received: |  |

# Hiring a room at Edinburgh Libraries - Terms and Conditions

Any person visiting the Library must adhere to the Management Rules for Edinburgh City Libraries and Information Services.

## Booking a room

Each Library reserves the right to refuse a booking without stating any reason for doing so, although in most circumstances an explanation will be provided.

A booking will not be considered if:

* It is made by or on behalf of persons under 21 years of age; or
* The precise purpose for which the room/venue is required is not stated at the time of the booking.

## Cancellation of bookings

The Library may cancel a booking at any time before or during the period of hire if:-

* The Hirer fails to observe any of the conditions of booking; or
* There is a material omission or mis-statement in the Room Booking Form

If the booking is cancelled for any of these reasons, the Hirer will not be reimbursed.

## Hire charges and payment

Please pay by cash, card or cheque at Central Library. Invoices can be provided for large amounts.

Block bookings can be made for a maximum of 3 months. Thereafter a new booking form must be completed.

## Supervision

During the period of the hire the Hirer has responsibility for the supervision of the event, including:

* The effective oversight of children.
* The orderly and safe admission and departure of persons to and from the room(s);
* The orderly and safe evacuation of the room(s) in case of emergency;
* Understanding fire or other evacuation procedures (provided by the library)
* Ensuring that all exits are kept immediately available.

## Other conditions

No alcohol is permitted *unless by prior arrangement*

An Occasional License is required for any events where alcohol is being sold.

It is not permitted to smoke in the library or immediately outside the main entrance.

No dogs or animals are permitted, except for assistance dogs.

No more than the number of people stipulated on Room Booking Form is permitted to attend an event.

No flags, emblems or other decorations should be displayed outside or inside any part of the Library or the Room(s) without prior written consent.

No bolts, nails, tacks, screws, or anything which may cause damage should be affixed to any part of the Room or its fixtures or fittings. This also includes sellotape and blu tack.

Should the Hirer wish to play recorded music or DVDs he or she will be responsible for the payment of any fees which may become due to [TheMusicLicense](https://pplprs.co.uk/themusiclicence/?creative=272511819735&keyword=the%20music%20license&matchtype=p&network=g&device=c&gclid=CjwKCAjwo9rtBRAdEiwA_WXcFigsYBIF15vPVKkJ9-QMdo4v8YMZWebUU33GgyhT9AQFEAZrohlf8RoCQwAQAvD_BwE).

The room(s) and the immediately surrounding areas must be left in a clean, tidy and safe condition.

The Hirer must ensure that the Room is vacated promptly and failure to do so may incur an excess fee.

If you are organising an event for children, we will require you to let us know your PVG Scheme membership number.

Edinburgh Libraries or the City of Edinburgh Council will not be liable for any damage, theft or loss of any of property/articles. This includes damage caused to any audio or video reproduction equipment due to defects or the condition of loan items played on them. This also includes loss or theft of personal data arising from the use of computer equipment in the Library.

Edinburgh Libraries or the City of Edinburgh Council will not be liable for any loss which arises as a results of events beyond its reasonable control, including (without limitation) strikes, lockouts or other industrial disputes, act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule regulation or direction, accident, breakdown of machinery, failure of supply of electricity, leakage of water, flood, fire, or storm, which may cause the room(s) to be temporarily closed or the period of hire to be interrupted or cancelled. The hirer will be reimbursed for the full amount in these circumstances.