

Burton Bradstock Community Library –Hire

Page 1 - Guidance Notes

Remember.....

- The Library postcode is DT6 4QR. You may need this to direct Emergency Services
- Max 22 people including performers/helpers.
- Although there is a phone on the premises. Hirers should bring their own mobile phone for use in an emergency (Vodafone signal is the most reliable). The nearest public phone is on the main road at the foot of Mill St., opposite the Three Horseshoes public house.
- No smoking anywhere on the Library site.
- Follow instructions where appropriate, hirers MUST read out evacuation procedures to a seated audience.
- First aid box is in the toilet, please note accidents in book and record first aid supply usage.
- All fires, however small must be reported to the local Fire Service.
- Please provide your own dishcloths and tea towels.
- The Library is a village amenity; please ensure you leave it clean and tidy.
- The Trustees reserve the right to charge Hirers cleaning costs if premises are left dirty.
- Our neighbours appreciate your respect of their peace and quiet and access to their homes.
- Hirers must read, understand and abide by the full terms and conditions and ask for clarification on any matter if necessary.
- The Hirer is responsible for ensuring all legal checks have been done in organisations which include U18s

Please enjoy our facility The Friends of Burton Bradstock Library Trustees remain keen to get your feedback in order to improve this village amenity. Thank you!!

Please Contact:

**your booking officer or
email: info@burtonbradstocklibrary.org.uk**

Please Turn Over.....

Page 2 – Checklist

End of Session Checklist.....

Please check off each item; and when complete, sign and leave in the box provided. Thank You.

- 1. All external doors and windows to be properly closed and secured?
- 2. All lights switched off, including outside light? Emergency Lighting will remain ON
- 3. All water taps turned off – in toilet?
- 4. Equipment stacked and Library left clean and tidy?
- 5. Rubbish bagged and removed from the premises?
- 6. Search for any possible fire hazards
- 7. Check all persons have left the Library
- 8. Check all internal doors shut
- 9. Lock main exit (front) door

Extra costs incurred, as a result of leaving electrical equipment on or water running and / or leaving premises dirty will be charged to the Hirer involved.

For individual bookings, in cases where an access key is provided, the key MUST be returned to the Bookings Officer (or nominated person in the absence of Bookings Officer) within 24 hours of end of session.

Signed: Print Name: Dated: