

Libraries & Learning Service
APPLICATION TO USE LIBRARY PREMISES
SECTION A

| | | | |
|--|---|--|------------------|
| Name of Organisation: | | | |
| Invoice Contact Details:- [Name, Address, Email] | Lead Person contact details (if Libraries Unlocked access required) | | |
| | Lead Person Email address: | | |
| Type of organisation: <i>(double click on check box and choose 'checked' under default value)</i> | Commercial <input type="checkbox"/> Registered Charity <input type="checkbox"/> Profit Making <input type="checkbox"/> Non-Profit Making <input type="checkbox"/> Internal <input type="checkbox"/> | Purpose of hire: (including estimated no. of attendees) | |
| Worcestershire County Council colleagues please enter your Cost Centre code AND order no. below if known. | | External customers Please enter your Order no. if known | ORDER NO: |
| COST CENTRE: | ORDER NO: | | |

SECTION B

| Confirmation of your Room Size and Facilities/Library Space requirements | | | | |
|--|------------------------------|-----|--|---|
| Name of Library: | | | | |
| Library Space/Name or Room No. | | | | |
| Date/s required: | | | | |
| Time required: | From: | To: | Half Day (3½ hours) <input type="checkbox"/> | Full day (7 hours) <input type="checkbox"/> |
| Libraries Unlocked access required? | Yes <input type="checkbox"/> | | No <input type="checkbox"/> | |

| | Small (less than 6 people) | 8 people (Space permitting) | Large (12+people) |
|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Standard | Bronze <input type="checkbox"/> | Bronze <input type="checkbox"/> | Silver <input type="checkbox"/> |
| Intermediate | Silver <input type="checkbox"/> | Silver <input type="checkbox"/> | Gold <input type="checkbox"/> |
| High | Silver <input type="checkbox"/> | Gold <input type="checkbox"/> | Gold <input type="checkbox"/> |
| Executive (The Hive only) | Platinum <input type="checkbox"/> | Platinum <input type="checkbox"/> | Platinum <input type="checkbox"/> |

SECTION C

| | | |
|---|------------------------------|-----------------------------|
| Please indicate if you wish to bring your own equipment | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Please list the equipment you wish to bring. <i>(All equipment must be PAT tested or used with a circuit breaker)</i> Flip chart and pens available on request. | | |

SECTION D
Declaration (*delete whichever not applicable)

*I confirm that the organisation/hirer has Public Liability Insurance Cover with(Name of Insurer), Policy number
 Expiry dateMinimum Limit 1 million pound of indemnity

*I wish the County Council to arrange Public Liability cover, and I will pay the premium of 10% of the hiring fee or £2 whichever is the greater.

SECTION E

| | | | |
|---|--|-------------------------|--|
| If this application is approved I undertake to pay the appropriate hiring fee (and any additional due charges), to observe and be bound by the conditions of hiring and to indemnify the County Council against any accidents or damage to County Council property or injury to persons which may be incurred as a result of the hiring save and except in respect of any such accidents, damage or injury arising as a result of the negligence or breach of statutory duty of the County Council. | | | |
| Date: | | Signature of Applicant: | |
| Date: | | Use Approved: | |

On completion, this form should be returned to the Library Manager of the venue. You will receive written confirmation of your booking and the total cost via email or post.