

**LIBRARIES AND INFORMATION SERVICES
LEOMINSTER LIBRARY – MEETING/EXHIBITION ROOM**

Leominster Library, 8 Buttercross, Leominster, Herefordshire, HR6 8BN
Tel: 01432 383290 Fax: 01568 616025 Email: leominsterlibrary@herefordshire.gov.uk



HIRE CHARGES FOR USE OF EXHIBITION ROOM

ROOM HIRE

Hire of Exhibition Room for Exhibition	£15.00 per week
Hire of Exhibition Room for Private Views (outside normal Library opening hours)	£10.00 per hour per member of staff, plus on-costs of 12% (minimum charge £10)
Hire of Exhibition Room for meetings (outside normal Library opening hours)	£5.00 per hour to non-profit making organisations. £10.00 per hour to profit making organisations. Free to voluntary organisations. Plus... £10.00 per hour per member of staff, plus on-costs of 12% (minimum charge £10)

Declaration

**Minimum Public Liability
Insurance cover:**

(*delete whichever is
not applicable)

*I confirm that the organisation has Public Liability Cover with
.....(name of Insurer)

Policy NumberExpiry date
Limit of Indemnity £.....

*I wish the Council to arrange Public Liability Cover, and I will
pay the premium of 10% of the total hiring fee subject to a
minimum of £2.00.

I undertake to pay the appropriate hiring charges (inc. any charges arising from use additional to that specified), to observe and be bound by the conditions of hiring detailed on the attached sheets, and to indemnify the Council against any claims for loss or damage or personal injury of any associated costs arising from this agreement.

Please sign (1) if you are the Hirer or (2) if you are signing on behalf of the Hirer

(1) I am the Hirer and accept responsibility for compliance with the attached Conditions of Hire

Signed (Hirer) Date

(2) The Hirer has authorised me to confirm that the Hirer will comply with the attached Conditions of Hire

Signed(Hirer's Representative) Date

Signed on behalf of the Council **Date**