



CIO:11193198

Lee Hub Independent Community Library

Room Hire Booking

Thank you for enquiring about booking a room at Lee Hub Independent Community Library. Please complete this form and return it in an envelope clearly marked "Room Hire Booking, for the attention of Robert Carr" or complete and email to: lettings@leehub.co.uk

Hirer:

Name:

Organisation:

Name of Organisation's authorised representative:

Address:

Telephone Number:

Email:

Room Required (Subject to Availability)

Margaret Dingle Room - 6.25m x 5.2 []

Children's Library / Community area - 8.3m x 5.2m []

Main Library: Seating area – approx. 4m x 4m []

Facilities include: A flat screen TV / audio. Refreshments can be supplied at an additional cost.

The Margaret Dingle Room has a parquet floor and blinds to windows. Seats up to 35 and is conveniently situated close to the accessible toilet.

The Children's Library / Community café activities room is carpeted and has blinds to all windows. It has convenient access to the café and IT equipment.

Main Library (small) area is carpeted, with comfortable seating and access to IT equipment. It has convenient access to the café and accessible toilet.

Commercial Rate: £15 per hour

Community and Lee Hub Groups: £10 per hour

NB: If you require Lee Hub to promote your event / activity, there may be additional marketing and printing costs

Date(s) Requested

Regular booking

Hours required

Day(s)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time(s)						

Individual booking []

Date

Time

Purpose of Booking

Please describe the purpose of your booking, giving details of how many people you expect to be present, any equipment, furniture or refreshments you need .

Lee Hub Independent Community Library cannot hire a room to someone under 18.

Lee Hub Independent Community Library is a community facility and, as a charity, must ensure that users of our facilities do not allow anything to take place which might bring our reputation into disrepute, annoy or offend local residents / the community. The trustees reserve the right to reject a booking.

In certain cases, a risk assessment and / or evidence of legal requirements such as public liability Insurance, music licence, etc., may be required.

On Receipt of your request we will notify you within 3 working days if your booking has been accepted.