

# Islington Library & Cultural Services

## Library Hall and Meeting Space Hire – Extract of Conditions of Letting

### **Deposit:**

You must pay a deposit of one third of the total charges with each Booking and the balance must be paid no later than 2 weeks before the letting.

### **Surety Deposit:**

You must also pay a surety deposit of £200 for a social function with alcohol. For lettings for social functions without alcohol, or other lettings/meetings with over 50 people, a surety deposit of £100 is required. You must pay a standard surety deposit of £50 for all other lettings. We will refund this deposit by cheque.

### **Cancellations:**

We must get notice of any cancellation at least 2 weeks before the letting, when a charge of 20% of the total hire cost will be made. If you give less than two weeks notice you will lose your deposit and any other payments you have made.

### **Block Bookings:**

You can get a 10% discount on block bookings of 6 or more lettings when you pay the full cost in advance.

### **Terms of Engagements:**

- You or your responsible representative (whose name must be given to the Librarian in Charge before the start of the letting) must be present in the building throughout the period of the letting.
- Your letting cannot continue after 11.30pm Monday to Friday Inclusive, or after 11pm on Saturdays.
- We will open the hall or meeting space not more than 15 minutes before the time at which your letting is due to commence, and it will be closed 15 minutes after the time at which it is due to end, by which time all people must have left the building.
- Please do not attach or stick anything to the walls of any hall or meeting space. Contact the Librarian in Charge, or facilities manager if decorations/posters, etc, need to be displayed.



# ISLINGTON