

Working Class Movement Library – Service User Agreement

Community Policy

The history of the groups, campaigns and individuals who make up our collection at the Working Class Movement Library has a wide range of positions and the Library is committed to ensuring that this wide range is available for people to explore for themselves. Although respectful debate is encouraged, we will not tolerate sexism, homophobia, racism, transphobia, nor oppressive language or behaviour based on any structural inequality, including disability, socio-economic status, sexuality, age, education, religious affiliation, or gender expression. All who use our space, both the physical Library and its virtual spaces, share responsibility for maintaining it as a safe and welcoming one.

Booking Policy

1. Hirers are required to complete a booking form outlining the details of the event and answer all necessary questions.
2. Space hire enquiries will not be accepted from people acting on behalf of a third party unless this is stated when the booking form is submitted.
3. The Library reserves the right to refuse any application for Hire where it considers the Hirer's purpose for hiring inappropriate for the library.
4. The hirer is obligated to perform a risk assessment for all activities due to be conducted at the venue as part of the event.
5. The Hirer shall be responsible for ensuring the WCML is fully aware of the nature and details of the proposed use for hiring the Event Space and shall not use the Event Space for any purpose or activity other than those made known to the WCML at the time of booking in accordance with the Event Hire Agreement.
6. Any changes that the Hirer may wish to make to the booking after the Event Hire Agreement is signed should be forwarded to WCML staff, who have the right to refuse such requests.
7. The Hirer must inform the WCML at the earliest available opportunity if they need to cancel the event.

Hire Term

The hire term begins at the time that the Hirer need access to the space to set up for the event, and includes the time required to pack up after the event.

The times stated in the Hire Period on the Event Hire Agreement must be adhered to. Failing to stick to the agreed times may result in additional charges.

Deposit

1. A refundable deposit of £50 is charged for all commercial space hire bookings and must be paid within the period requested in the invoice.
2. All deposits are returned after the event takes place, unless the WCML sees reason to withhold some or all of the deposit. Deposits will only be wholly or partially withheld if the Hirers fails to adhere to the terms stipulated in this agreement.

Fees and Payment

1. The Hire Fee shall be the stated in the Event Hire Agreement.
2. The Hirer shall also be responsible for all other charges stated on the front of the Event Hire Agreement together with any other additional charges that may subsequently become chargeable to the Hirer under the provisions of the Event Hire Agreement.
3. We reserve the right to review hire charges on a regular basis and to vary prices as necessary. Regular hirers will be informed of any price changes at least one month before any changes come into effect.

Termination of the Booking

1. WCML reserves the right to refuse or terminate a booking at our discretion following a risk assessment.
2. WCML reserves the right to refuse or terminate a booking if any information provided by the hirer is found to be inaccurate.
3. If the Event Space is used for any other purpose other than that stated in the Agreement the WCML reserves the right to terminate the booking.
4. The library will not be liable for any resulting direct or indirect loss or damages if a booking is cancelled nor be responsible for seeking another venue.

Available Equipment

The WCML has basic AV equipment available that could be included in the Event Hire Agreement. The Hirer must ensure that the equipment be used responsibly.

Use of the Venue

1. The Hirer must only use those parts of the site which are specified for use in the agreement including only those means of access notified to the Hirer at the start of the Hire Period.
2. The hirer must not hang or stick anything to the walls or ceiling, as this will damage the paintwork over time.
3. The Hirer shall not make any alterations or additions to the appearance of the Event Space or move/remove property without the prior consent of the WCML.
4. The Hirer shall be responsible for providing sufficient staff to ensure the planning and management of the Event preparations to ensure the safe running of the Event.
5. The Hirer shall report any loss, theft, damages or breakages to WCML staff upon discovery. The Hirer must make good any damage suffered during the Hire Period.
6. The Hirer is responsible for ensuring fire exits and emergency escape routes remain clear and free from obstruction at all times. Under no circumstances should you remove, move or tamper with fire extinguishers, fire exit signs, and fire detection equipment.
7. Food must not be cooked on the premises without permission being granted. If external caterers are sought, then they must hold food hygiene certificates.

Recording and Broadcasting

The Hirer shall not permit the filming or recording of the Library or Event space without the consent of the WCML.

Licensing and Alcohol

The WCML is not a listed venue and therefore, no alcohol shall be served or licensable activity be provided without prior permission first being granted in the Event Hire Agreement.

Post Event

1. The hirer should use the correct bins provided and put all crockery in the kitchen.
2. At the end of the hire period the Hirer must remove all of the Hirer's equipment, furniture, personal possessions and anything brought for the event by event attendees. If the Hirer wishes to perform these tasks at a later date then permission must be granted by WCML staff in advance of the booking.

WCML Brand and Social Media

1. WCML does not approve or endorse products, services or views of the hirer or the activity of the hirer itself.
2. This agreement does not include a license to use WCML's brand or any images or intellectual property owned by WCML.
3. WCML's name should only be used to indicate the event venue on all collateral, including invitations, promotional material and presentations. The WCML logo or images of our spaces should not be used.
4. WCML is not able to offer an endorsement, quote or a statement to support a venue hire event as standard.
5. WCML is not able to promote a venue hire event through our own marketing channels as standard.
6. The Hirer shall ensure that any publicity material issued in relation to the Hirer's use of the Event Space shall reflect the terms stated in this agreement.
7. All promotion materials must state the name of the organiser and provide contact details for any attendee queries. The WCML will not answer queries on behalf of event organisers.