



Glasgow Women's Library Venue Hire - Guidelines

At Glasgow Women's Library it is our Mission to '*celebrate the lives and achievements of women, champion their historical, cultural and political contributions and act as a catalyst to eradicate the gender gap that contributes to widespread inequalities in Scotland*'. Venue Hires contribute to the costs of running our beautiful Bridgeton-based building and enable us to keep doing this important work. So thank you for choosing us as your venue.

This document outlines key things to consider for hosting events through Venue Hire at the Library. Please also read carefully and accept the 'Terms and Conditions of Venue Hire at Glasgow Women's Library'. Bookings for use of GWL's Venue Hire spaces will be accepted only if functions / events are considered reasonable and appropriate by GWL, and comply with GWL's Policies, Procedures and Code of Conduct and in particular our Equality Diversity and Inclusion Policy. We expect those who hire GWL to act in accordance with our Aims, Objective and Core Values.

We ask everyone to be sensitive to the fact we are a multi-purpose building with a museum, archive, and library, holding events and exhibitions simultaneous to Venue Hires. See our [programme](#) to find out what will be happening during the time of your event. There will be visitors within the building using its spaces in various ways. Please respect our home as well as our volunteers, staff and visitors.

One GWL staff team member will be your main point of contact, set up for your event and will be working within the Library for the duration of your event, unless they have stated otherwise. They will be able to answer any questions you have, as well as refresh teas and coffees if required. They will be available to help clear-up the event, though if it is an event of over 15 people a joint effort is appreciated. If you have any concerns regarding technical needs, or think you might need any extra support in the running of your event please let us know and we will do our best to help you in advance, as we cannot guarantee there will be staff members with expertise in tech or event production on hand during the hire. If you would like a tour of GWL or an introduction to the organisation at the start of your event do let us know in advance and we are always very happy to provide this.

Accessibility

Glasgow Women's Library is fully committed to ensuring that its premises, collections, learning programmes, range of events and all other services are fully accessible to the broadest range of visitors. We would really appreciate it if you could share our Access information with your guests prior to the event, particularly if it is a public one.

GWL is fully accessible with level access to the ground floor from the street. There is an accessible toilet in the ground floor main Library space just past the Front of House desk (it is fitted with an alarm pull cord, hand rails, and a low sink for easy access. It also has a baby changing station). The Community Room is accessible via stairs and a lift, and there is an accessible toilet on the same floor. All the toilets are individual closed stalls and are gender neutral. The Events Space is

equipped with a hearing loop, but please let us know if you expect anyone with particular access requirements so we can be sure to welcome them - for instance we also have a portable hearing loop available for elsewhere in the building as necessary.

We ask that you include a brief Housekeeping in your introduction to attendees including information on fire exits, hearing loops and toilet locations. This information will be available to you on a printed handout or if you would rather a GWL member of staff deliver this information to your guests do let us know and we can arrange.

Environmental

Glasgow Women's Library recognises that increased globalisation continues to have serious consequences and detrimental effects on global climate change and believes that individuals, organisations, agencies and institutions must have a clear focus on environmental issues to redress negative impacts. GWL is committed to minimising waste, working towards maximum energy efficiency, re-using and recycling resources.

Travel We encourage travel options which minimise carbon emissions: public transport, cycling, or car-pooling if the use of a car is inevitable. We have a bike shelter which visitors are welcome to use - just ask for a key on arrival at the Library.

Catering We encourage the use a local caterer, orders of vegetarian and vegan food and under-ordering as there are always leftovers and we would like to minimise food waste. We will provide mugs and cups for events so there is no need to provide disposable take-away cups.

Waste Each space has a rubbish bin and a blue recycling bin. Please use recycling bins to dispose of clean / dry plastic, paper and tins. Glass should be put to the side.

Promoting Your Event

As we programme our own (and partner with organisations for) events in our programme, you should make it clear that your Venue Hire is an independent event, rather than in partnership with us. Do not use the GWL logo in your promotion. For more information on partnering with us in the future, please see the [Work With GWL](#) section on our website. We cannot promote or share the details of your event, but you are welcome to link us in to social media posts about your event as long as you do so in line with our Core Values and Policies. On social media, we can be found at @womenslibrary on Twitter, Instagram and Facebook.

Below is some information on how best to promote your event in line with our own Core Values and Policies:

Cost If the event is prohibitively expensive and therefore inaccessible to some people, you could try to operate a Pay It Forward scheme to allow those to attend who would otherwise be unable. Adding Pay It Forward tickets, an allocation of free tickets, or supplying a travel bursary are all ways to help make your event more accessible.

Image Descriptions Digital accessibility is just as important as accessibility within our building. If your own social media posts contain an image with no image description or a video with no subtitles then these are not fully accessible. For more information on how to add image descriptions, head along to our [Twitter](#) and for tips on subtitling, take a look at this helpful guide from [StageText](#).

Language GWL is an inclusive space, and so positive, inclusive language is very important to us in our own communications. We are always learning and reflecting on our use of language and are happy to briefly advise via email if you have any questions or concerns.

Our Listed Building

GWL is a Grade B listed building. We cannot stick anything to walls / wood panelling, but will provide flip-charts and paper instead if needed. We have large windows and no blinds so if you are projecting slides it is worth noting that the space is likely to be bright, particularly in summer months. Using black and white or high contrast colours for text on slides is recommended.

Alcohol

We do not have a permanent licence to sell alcohol. Events which require an Occasional License are those where you intend to offer alcohol for sale, or there is a paid entry price (even if alcoholic / non-alcoholic drinks are complementary). Application for Occasional Licence can take up to eight weeks and costs £10. We can arrange this for you, given enough notice. Events must be 18+ and someone running the bar / refreshments area must follow the 'challenge 25' policy for checking ID when necessary. There must be no irresponsible drinks promotions (e.g. a bottle of wine should be sold at the same price as the equivalent number of glasses would cost). Water will be provided for free and non-alcoholic refreshments should be sold at a reasonable price.

Welcome / Introduction by GWL

GWL appreciates that Venue Hires are often bringing new visitors to the Library. We will always make our printed programmes and leaflets available to visitors. Whenever possible we are happy to give a short welcome speech / introduction to GWL's work. If you would like GWL to give a brief welcome talk, please let us know in advance. We can occasionally offer building tours of GWL to your group (max 15 per tour) again, let us know in advance if this is of interest.

'Women-only' Policy

GWL is open to all, and is free, friendly, inclusive and welcoming. However, GWL recognises that women can thrive and foster skills and knowledge in spaces which are orientated around women and their lives and experiences. We also seek to redress sexism, discrimination and misogyny by promoting the lives, work, histories and achievements of women from a range of backgrounds. For these reasons, we recognise the need for women-only events. If you wish to hold a women-only event, please ensure that you do not unlawfully discriminate on grounds of sex or gender reassignment.

GWL's own women-only policy is inclusive of Trans, Intersex women, non-binary and gender fluid people.

Cancellation Policy

Please alert us as soon as possible if you no longer require a booking. We require notice of at least one week for cancellation of a Community Room booking, and two weeks for cancellation of an Events Space booking. If you make a cancellation at short notice, we charge a cancellation fee of 25% of the total room hire charge.
