



TERMS AND CONDITIONS OF VENUE HIRE AT GLASGOW WOMEN'S LIBRARY (GWL)

At Glasgow Women's Library, we pride ourselves on our warm welcome, and this extends to all events and Venue Hires that take place within our building.

We have two main spaces available for hire: the Main Events Space and the Community Room. All our spaces are accessible, with level access from the street, lifts to our upper levels and induction loops that can be set up in each area.

For the purpose of these Conditions, the terms "Glasgow Women's Library" and "GWL" shall include persons authorised to act on its behalf by Glasgow Women's Library.

The term "hirer" refers to the persons / organisations hiring GWL's Venue Hire spaces, and shall also include representatives, employees, their agents and members of general public entering at the invitation, express or implied, of the hirer.

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.

Bookings will not be accepted from individuals or organisations who have engaged in activity that in the opinion of GWL, based on reasonable grounds, breaches or threatens to breach any of GWL's Policies, Procedures or Code of Conduct, including engaging in conduct that amounts to harassment, intimidation, making defamatory claims, or causing reputational damage against GWL any of its staff, users, directors or volunteers.

All applications for hire of spaces within GWL must be made using the Booking Form and the hire shall not be deemed to be confirmed until the hirer has received confirmation in writing from GWL.

The representative of the hirer must be over the age of 18 years.

All groups / organisations using GWL for Venue Hire shall state the purpose for which they are using the spaces, and shall not sublet or alter these purposes without the consent of GWL.

If GWL, or any part thereof, is used for purposes different from that for which they originally booked, GWL reserves the right to terminate the booking at any time without being liable to the hirer for costs incurred by the group / organisation.

GWL reserves the right to grant or refuse any booking for Venue Hire without giving any reason for the same.

The instructions of GWL must be strictly adhered to at all times during the hire.

All hirers must leave the premises in a clean and tidy condition. Failure to comply may result in additional charge to cover cost of additional cleaning.

GWL shall have the right to suspend or terminate the hire if these Conditions of Venue Hire are breached or in circumstances where in the opinion of GWL, based on reasonable grounds, there is a breach of GWL's Policies, Procedures or Code of Conduct. GWL shall also have the

right to suspend or terminate the hire, if in GWL's reasonable opinion, it is necessary in the interests of safety and/or good order to do so.

If the hire includes a public performance, the hirer must comply with all the Performing Rights Society regulations and supply any relevant information pertaining to this as requested by GWL.

Children / young people entering the building should be accompanied by an adult at all times. GWL does not take responsibility for the care of children whose parents / guardians are using the GWL building.

Payment will normally be by invoice, which must be paid within 30 days of the date of the invoice. There are currently no facilities for payment by debit card or credit card or over the telephone.

No VAT is applied to the room hire rate at GWL.

No further Venue Hire bookings will be accepted while any accounts for payment by the hirer to GWL remain outstanding.

The hirer is responsible for any loss or damage to the building, fixtures, fittings, contents and décor during their hire of GWL which results from the actions, omissions or negligence of the hirer.

The hirer is responsible for any equipment hired during their hire and shall pay for any damage made to the equipment, or shall be asked to pay the replacement value of the item.

GWL can accept no responsibility in respect of loss or theft of articles from the premises during the hire or any articles left on the premises at any time.

GWL accepts no responsibility for any loss or damage resulting from the hire being used by the hirer for purposes other than as stated.

CATERING

GWL can, if required, provide tea / coffee at the cost of £1 per head per round.

For food catering, the use of local external caterers is recommended and GWL can provide contact details to hirers.

GWL recommends that the hirer orders vegetarian and vegan food in line with our Environmental Policy and to 'under-order' to minimise food waste. GWL provides cups and glasses for events to avoid the use of disposable take-away cups.

CANCELLATION

GWL asks that it is notified as soon as possible if the hirer no longer requires the booking.

GWL requires notice of at least one week for cancellation of a Community Room booking, and two weeks for cancellation of a Main Events Space booking.

If cancellations are made at short notice, GWL charges a cancellation fee of 25% of the total room hire charge.

GWL reserves the right to cancel a hire with reasonable notice in writing.

EVENT LAYOUT

GWL shall be notified by the hirer at least five working days prior to the date of the hire in order that any arrangements can be made in terms of seating and layout.

The hirer must strictly adhere to the capacities of each room that they have hired. Failure to comply with the given maximum capacities may result in the termination of the hire at any time without GWL being liable to the hirer for damages.

HEALTH AND SAFETY

If a hirer is operating any portable electrical appliance not provided by GWL, this equipment must have a valid portable appliance test (PAT) label or certificate.

The hirer is responsible for ensuring that all gangways, doorways, stairways, exits, emergency exits and entrances are kept unobstructed at all times.

Hirers must make themselves aware of Fire Regulations and procedures in force and as outlined in the fire evacuation notices displayed in community facilities.

No explosives, highly flammable spirits or liquid gas containers shall be brought into community facilities and the use of naked lights in any part of the building is strictly prohibited.

In the event of an accident within the premises, the incident must be reported as soon as possible given the circumstances to an appropriate GWL staff member and an accident report form must be completed and returned as specified on the form.

The hirer shall not interfere with electrical fixtures and fittings. No extension from existing electrical fittings shall be made without the consent of GWL.

All other property brought into the GWL building by the hirers must be removed at the end of the hire unless otherwise authorised by GWL.

PERSONAL AND ORGANISATIONAL DATA

All GWL Venue Hire bookings are processed through our internal system to safeguard data.

GWL's legal basis for processing and holding personal and organisational data provided in the booking form is a contractual agreement between customer and supplier.

This information collected is for GWL to fulfil its contractual arrangement for managing the business and services purchased. The personal and organisational information supplied by the hirer may be used for the following purposes only:

- Communications to process the hirer's booking requirements
- Share information with onsite catering facility to fulfil dietary requirements
- To report on financial status of GWL to its management and the Board of Directors.

GWL will NOT disclose any information to any third party without the hirer's prior consent.

Retention Policy for Personal Information:

- All bookings and organisational data older than three years will be deleted or anonymised from the GWL system.
- Individual contact information (personal data) will be removed after one year.