

HUNTINGDON LIBRARY & ARCHIVES MEETING ROOMS

Huntingdon Library & Archives, Princes Street PE29 3PA
Tel 0345 045 5225 Fax 01480-372729

Facilities available

Size of rooms	Meeting Room 1 = 24 sq m Meeting Room 2 = 64 sq m Exhibition Spaces = 2 x 9 sq m
Maximum no of users	Interview Room 1: 2 people Interview Room 2: 4 people Meeting Room 1: 20 people in rows or conference layout Meeting Room 2: 40 people in rows Meeting Rooms 1&2 combined: 70 people in rows
Tables	10 tables plus 6 for children
Display board	6 panel Flip chart stand
Resources	SMARTboard Data projector Flip chart and pens Portable hearing loop Air conditioning
Kitchen facilities	Hydroboil Dishwasher
Crockery/cutlery	48 mugs, 24 cups & saucers, 24 10in plates 24 sets of cutlery, plus 36 teaspoons 6 glass jugs, 50 glasses 60 plastic children's beakers and 6 jugs
Parking facilities	2 disabled car park spaces otherwise public car parks only

Refreshments are available from the excellent library café. This includes sandwiches and buffet lunches. Please contact Café at the Library on 01480 372726. We regret that no food may be prepared in the meeting room kitchen.

Charges (per hour)

	Commercial	County/Partner	Community
Meeting Room 1	£10	£8	£5
Meeting Room 2	£13	£10	£6
Meeting Room 1+2	£15	£12	£7
Interview Room	£8	£6	£3.50
Exhibition Space	£50 per week	£40 per week	£30 per week
Use of Projector	£10		
Flip chart & pens	£2		

There is no charge for Cambridgeshire Libraries, Archives or the Cromwell Museum. Payment is preferred on the day of hire. A till receipt will be given as proof of payment. Alternatively, you can be invoiced, but an administrative charge of £2.00 per invoice will be made for sums under £50.00.

Times of availability

Monday	10.00 - 5.00
Tuesday	10.00 - 5.00
Wednesday	10.00 - 6.30
Thursday	10.00 - 5.00
Friday	10.00 - 5.00
Saturday	10.00 - 3.30
Sunday	Not available

Terms and Conditions of Hire

1. The following cancellation charges apply:
 More than 21 days notice = 0% charge of the total charge
 14 to 21 days (inclusive) notice = 25% charge of the total charge
 7 to 13 days (inclusive) notice = 50% charge of the total charge
 6 days or less notice = 100% charge of the total charge
2. In the event of the hire charges being increased, the rate to an individual or organisation will remain as confirmed in writing at the time the booking was made.
3. Please include sufficient time in your booking for setting up and clearing the room (setting up and returning furniture, A/V equipment etc. Cleaning and returning crockery, cutlery etc).
4. The hirer of the premises, grounds or equipment will be held responsible for any damage to the premises, grounds or equipment or contents of the same, caused during the term of the hire, and will be responsible for the cost of repair and replacement of the damaged property.
5. If any additional expense is incurred in the removal or replacement of furniture or any exceptional cleaning becomes necessary, in consequence of the hire of the premises, the persons hiring the building will be notified and will be responsible for any such expense.
6. Cambridgeshire County Council cannot accept any responsibility for any loss, damage or accidents occurring during occupation of the premises and particular attention is drawn to the observation of the fire and safety regulations displayed in the library.
7. Alcohol may not be served on the premises.
8. A no smoking policy applies throughout the building and grounds
9. Private parties are not permitted.
10. Any electrical equipment, e.g. a laptop, brought onto the premises must be checked by a member of staff before it can be plugged in.
11. Public Liability insurance is a requirement for all bookings.
12. Commercial users and hirers who have their own Public Liability insurance will need to provide a copy of the certificate on the day of the booking. Non-commercial and non-profit making groups who don't have their own insurance must sign up for the Cambridgeshire County Council public liability scheme. The

cost to the hirer will be 7% of the total hire charge. Please allow a few minutes before the start of your booking to make arrangements.

13. Hirers agree to abide by the councils acceptable use policy (AUP) for accessing the Internet (where available). The AUP is visible when logging on to the computers in the room.

Out of Hours Hire (where available)

14. The hirer must provide a refundable key security deposit of £20. The hirer must notify the Library at once if the keys are lost. The key security deposit will be retained if the keys are lost by the hirer. The hirer will be responsible for the costs incurred if it is necessary to change the locks as a result of loss.
15. Proof of address must be provided by the hirer when booking. Acceptable documentation for proof of address includes:
Bank, Building Society or Credit Union statement, Current driving license, Utility Bill/Utility Statement or Certificate/Letter from a supplier of utilities, Local authority tax bill/council tax bill for current year