Terms & Conditions of Community Room Hire

Our booking policy

- All bookings are to be made via library staff to confirm agreement of our terms and conditions. Gwynedd Libraries reserve the right to refuse a booking without giving a reason for the refusal.
- On booking we will ask for the details, including timings and room layout and if relevant, anticipated numbers. Any changes to bookings must be done at least 14 days in advance of the date of your booking.
- We reserve the right to cancel a booking:
    - If the booking is deemed to negatively affect the reputation of Gwynedd Libraries and Cyngor Gwynedd or is contrary to Cyngor Gwynedd's values.
    - If we have reason to believe your event will not be organised in line with these Terms and Conditions, or will lead to a breach of licensing conditions or other legal or statutory requirements
    - If we have any health and safety concerns which threaten guests, members of the public or the staff of Gwynedd Libraries.
    - If the premises has become unfit for hosting your event, such as if emergent building repairs need to take place urgently.
- If Gwynedd Libraries cancel a booking, the Hirer shall be entitled to a full refund but Gwynedd Libraries will not be liable for any resulting direct or indirect loss or damages. We accept no liability to provide or pay for alternative facilities elsewhere.

Payment & Cancellation

- In the event of you having to cancel, postpone or reschedule your event, if you give more than 7 days notice, you will not be charged. If cancellation is made within 7 days or less, you will be charged in full for the room.
- For regular bookings (i.e. those which recur on a weekly or monthly basis, payment can be arranged on a quarterly basis. You will be invoiced by Cyngor Gwynedd.
- Hire charges are reviewed on an annual regular basis. Regular hirers will be informed of any price changes at least one month before any changes come into effect.

Licensing & regulations

- By hiring a room or space in our buildings, you agree to respect the maximum capacity for the room.
- The Hirer is responsible for familiarising themselves with room capacity, the location of fire exits, fire extinguishers and alarm points.
- The Hirer is responsible for ensuring fire exits and emergency escape routes remain clear and free from obstruction at all times.
- We do not have a license to sell alcohol other than at Neuadd Dwyfor, Pwllheli.
- Any event involving the serving of alcohol must have a Temporary Events Notice (TEN) and be pre-agreed by Gwynedd Libraries.

- We operate a zero tolerance approach to drug use. Anyone found using or under the influence of illegal drugs or substances classified under the misuse of Drugs Act (1971) will be reported to the police and asked to leave the premises.
- Smoking is not permitted anywhere in the building. This includes e-cigarettes and vapes.
- No portable electrical equipment should be used unless it has undergone certified PAT testing for electrical safety. If you wish to use electrical equipment, you are responsible for ensuring it meets this requirement.

Public events

- If you are hiring a space for a public event or activity, you will be expected to have your own Public Liability Insurance and to have done your own risk assessment. We may ask to see copies of these prior to confirming your booking. While we take every effort to ensure the safety of visitors to our buildings, we will not be liable for any damage, loss or injury which occurs during your event, unless this is a direct result of our own omissions or actions.
- Food cannot be cooked on the premises without special permission. External caterers will be expected to hold appropriate food hygiene certificates, public liability insurance, and to be registered as a food business.

Premises management

- **Set up and removal times must be factored into room booking times**.
- If you do not vacate the hired space by the agreed time, overun charges will apply.
- The Hirer is responsible for keeping the premises in good order during use, and ensuring the space is left in a clean and tidy state afterwards. Cleaning charges may be incurred if the premises are not left in a suitable state.

Storage

- We are unable to offer storage facilities for groups or organisations, unless agreed by special arrangement.