

Berkeley Books -Your Community Library

School Lane, Berkeley Gloucestershire GL13 9DQ 01453 810520

berkeleybooks22@outlook.com

www.gl13communityhub.org

Hire of Premises information

**Charges** (with effect from 1ST November 2022)

 Up to 3 hours Per Additional Hour

Community Groups £18.00 £6.00

Educational Events £20.00 £5.00

Other/Corporate Events £30.00 £8.00

**Additional Charges:**

Use of our Audio Visual Equipment (DVD player/ microphone/ Projector system etc.)

*Community groups-An annual payment of £5*

*Educational/Corporate/Other events-£5 per event*

**Booking Policy:**

A booking form must be completed and signed by the person who will take responsibility for the booking and subsequent security and safety of the premises.

Until the form, together with full payment, is returned any booking will not be considered as confirmed.

**Cancellations:**

Refunds will not be provided for any booking cancelled less than 48 hours before commencement of Hire period, unless it is deemed by our management that in the circumstances it is appropriate to do so.

Cancellations made 2 -7 days before commencement of Hire period will receive a maximum of 50% refund of monies paid.

Our management decision is final.

Our management reserve the right to cancel a booking if necessary, and in such circumstances may provide a refund as is considered appropriate.

Any refund due to the Hirer will be paid by cheque.

**Facilities:**

Single level building.

Entrance ramp with handrail.

Free Car Park adjacent.

Seating available for up to 26 people

Kitchenette facilities include: Sink with hot & cold water, Fridge, Kettle, and Microwave, Cup & Saucers, tea-spoons.

Unisex toilet

Dogs are not admitted to the building – except for Guide Dogs

Premises Licence – Conditions do apply, please enquire.

 Alcohol Licence -- Yes