

Woodlands Community Library

Community Room Hire



Woodlands Community Library, Windmill Balk Lane, Woodlands, Doncaster, South Yorkshire, DN6 7SB
 TEL: 01302 724 393 – EMAIL: info@woodlands-speaks.co.uk – www.woodlands-speaks.co.uk

Your Contact Details

Your Name	
Your Address (optional)	
Telephone/Mobile Number	
Email Address	

Organisation/Group Details

Name of Group/Organisation			
Address			
Telephone Number			
Email Address			
Registered Charity?	Circle your answer YES / NO	Charity No.	
Liability Insurance?	Circle your answer YES / NO	Policy No.	
Please give a brief description of what your organisation/group will be doing:			

Booking Details

The Community Room is available for hire in multiples of 1 hour slots, the room hire fees are:

For Community Groups: £8.90 per hour or part thereof
For profit making organisations: £33.10 per hour or part thereof

The fees quoted are inclusive of VAT and are for room hire bookings within normal library hours only.

For room hire bookings outside of normal library hours, different fees and conditions will apply.

You can either pay for your room hire booking in full, in advance of your first session, or for each individual day's session on the relevant day.

As standard practice, till receipts are issued for payments.

If required, we can provide and email a full invoice on request (please note we are unable to issue VAT invoices).

You can request further information by emailing us at info@woodlands-speaks.co.uk

Normal Library Hours are currently:

Monday, Tuesday, Thursday and Friday **09:00 to 14:00**
Wednesday and Saturday **11:00 to 14:00**
Sundays and Bank Holidays **CLOSED**

How many days per week do you require?				And how many weeks? (if this is a regular occurrence e.g. more than 4 weeks then write "C" in the box.)			
Day	Start At	Finish At	No. Hours	Day	Start At	Finish At	No. Hours
Monday				Thursday			
Tuesday				Friday			
Wednesday				Saturday			
Estimated number of people attending.		Please note the following restrictions: Max. of 16 seated with tables (2 per table) Max. of 30 seated (dependant on type of use) Max. 50 Standing (no seats, no tables)					
Refreshments <i>(please tick to indicate your choice)</i>				Equipment Use <i>(please tick to indicate your choice)</i>			
		YES	NO			YES	NO
Tea & Coffee (£1.10pp)				Projector (SVGA) & Projector Screen			
Cakes & Biscuits (£1.50pp)				TV & DVD Player (playback use only)			
Squash & Water provided as standard.				Free Standing Flip Chart/ Whiteboard			
Refreshments are to be paid for after each session.				Public PC Access (£0.50 per half hour per PC)			
You can, if you choose to do so, supply your own refreshments, equipment, petty cash etc. However, Woodlands Community Library, Woodlands Speaks CIO and Doncaster Council cannot accept responsibility for anything that any group/organisation provides for themselves.							