

## **Terms & Conditions – *this form is also available in Welsh***

### Catering and Room Hire

Throughout this document 'we & us' means the National Library of Wales, and 'you & your' means the person making the conference booking. Please read carefully the following terms and conditions. You must abide by these conditions.

#### **1. How to make a booking**

Please contact [visitor-services@llgc.org.uk](mailto:visitor-services@llgc.org.uk) or by telephone on 01970 632800.

If your requested dates are available we will forward a booking form to you and reserve your requested date for 14 days.

#### **2. Provisional Bookings**

A provisional booking must be confirmed verbally or in writing within 14 days. The room booking and catering forms must be completed and returned to us at least 14 working days prior to your event.

##### **2a. Opening times**

The Library's opening times are:

9.30 a.m. –6.00 p.m. Monday to Friday; 9.30 a.m. –5.00 p.m Saturdays

We are closed on Sundays.

#### **3. Deposits**

We do not require a deposit.

#### **4. Prices**

All prices quoted by us are based on costs which apply at the time when the reservation is made. We shall notify you in writing of any increase in our prices.

An extra fee may be charged if extra staffing is required for your event. Extra staff may be needed for evening events (after 6.00pm) or on Saturdays.

Any Buffet / Working lunch for fewer than 10 people may incur a staffing charge of £10.00 per hour for each hour.

#### **5. Value Added Tax**

Room hire is exempt from VAT; Catering prices are exclusive of VAT and incur VAT at standard rate.

#### **6. Payment**

Invoices will be raised following the event and are subject to payment within 30 days of the date of invoice.

## **7. Cancellation by you**

All cancellations must be notified in writing or email to the National Library of Wales by the Client.

The following cancellation charges shall apply:

Non-arrival / No prior notice of cancellation will be charged at the full amount of the cost of the reservation.

2 weeks' notice or less will be charged at 80% of the full amount of the reservation.

Between 4 and 2 weeks' notice will be charged at 60% of the full amount of the reservation.

## **8. Cancellations by us**

If we are forced to cancel any bookings for any reason beyond our control you will be informed at least 3 days prior to your event.

The National Library of Wales reserves the right to terminate a reservation at any time for the following reasons:

if The National Library of Wales is forced to close for any reason beyond our reasonable control

If you are subject to a change of control, become insolvent, are unable to pay your debts as and when due or otherwise cease to exist.

If you become bankrupt, insolvent or die.

If you are more than 30 days in arrears, in respect of any payment owing to NLW.

If you or any member of your party is deemed improper or unreasonable.

## **9. Changes**

All increases or reductions in numbers must be notified by email or in writing.

Final numbers must be received at least 7 working days prior to the commencement of the event.

The following charges will apply to reduction in numbers:

Non-arrival / No prior notice of reduction/ cancellation -the full amount of the cost of the reservation - including for those persons not attending- is payable.

Less than 1 weeks' notice—up to the full amount will be charged, at the discretion of NLW

Two weeks or less before reservation date -80% of the cost of the reservation for those persons not attending is payable.

Notice of reduction/ cancellation given from four weeks up to a fortnight before arrival date -60% of the cost of the reservation for those persons not attending is payable.

We will ensure the conference room layout requested by the organisation is adhered to as per the completed booking form. Changes to room layout on the day of the event cannot be guaranteed and will be subject to the availability of the Building Facilities staff.

#### **10. Damage / Loss of property**

We will not be liable for any damage or loss to Property, Valuables or Money belonging to yourselves or attendees.

Parking at The National Library will be at your own risk. Pay & Display Parking is available, subject to availability at £1.00 for up to 4 hours and £2.00 for over 4 hours.

#### **11. NLW equipment**

Any item of equipment on hire to you is YOUR responsibility for the duration of its hire until it is returned. Any loss of or damage caused to the equipment while it is in your care will be charged at the full cost of replacing or repairing the equipment, in addition to the price of the initial reservation.

#### **12. Controversial Activities**

You must inform us at the time of making the reservation of any potential controversial activities which may occur whilst present in the Library which could affect the reputation of The National Library of Wales.

#### **13. Smoking Policy**

13.1 Smoking is prohibited throughout the Library, and on land belonging to the National Library of Wales.

This includes any structures and buildings on the Library premises, and any vehicles parked on the Library premises.

13.2

Vaping (use of electronic cigarettes/ e-cigarettes) is permitted, but not within 10 metres of the main building.

13.3 Rubbish bins are provided in certain locations within the Library grounds.

#### **14. Drwm**

Food and drink is strictly prohibited inside the Drwm. Food and drink can be consumed in the covered courtyard, immediately outside the Drwm.

Please return all completed booking forms to:

Department of Public Services, The National Library of Wales, Aberystwyth, Ceredigion, SY23 3BU

01970 632800

email: [visitor-services@llgc.wales](mailto:visitor-services@llgc.wales)