

Terms & Conditions 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 or by telephone on 01970 632800.

If your requested dates are available we shall 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 7 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 less than 10 people shall incur a staffing charge of £10.00 per hour for each hour.

5. Value Added Tax

Room hire and Catering prices are exclusive of VAT.

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 NLW is closed due to any reason outside of it's 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 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 phone, email or in writing.

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

The following charges shall apply to reduction in numbers:-

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

Less than 1 week's notice – up to the full amount will be charged, at the discretion of NLW

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

Between four and two weeks before arrival date - **60%** of the cost of the reservation for those persons not attending is payable.

We will ensure that 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 shall not be liable for any damage or loss to Property, Valuables or Money.

Parking at The National Library will be at 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 length of

time it is on hire until it is returned. Any loss or damage caused to the equipment will be charged at the full value of the equipment to the price of the 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 booking forms to:

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

01970 63280

email: visitor-services@llgc.org.uk