

Hire of B & NES Library Spaces: Your Checklist

Please use this checklist to confirm that you have sent us everything required and that you have received all necessary information from us.

Item	Yes	No	N/A
Booking form completed and sent to the relevant library			
Payment sent to the relevant library			
Evidence of Public Liability Insurance sent to relevant Library			
General Terms and Conditions received and understood			
Confirmation received if asked for			
Feedback form received to complete following booking			
Risk assessment completed and sent for hiring the library space			
Any electrical equipment you will be using has been tested and has a certificate or is less than 12 months old			
Security Alarm procedure given (Not applicable to Bath Central Library)			
In the event of a computer course, that all the computers required are in working order, checked by library staff member			

Signed by hirer.....

Date signed.....

Signed by library staff.....

Date signed.....