

Appendix 10 **Rooms for hire - Guidance:**

1. Meeting/function Rooms managed and owned by Library Services:

The Library Service has a number of rooms/spaces which are totally owned and for Library use only.

The management of room hire to be conducted in full compliance with all Health and Safety standards and legislation (see Specification Sections 8.2 and 8.9).

The Service Provider will continue to provide space hire and room hire to all current hirers of “Library owned” meeting rooms, until such time that the hirers terminate their hire agreements.

Income generated by the Service Provider will be managed in accordance with Specification section 5.2 – Service Income

The Service Provider will hire rooms and spaces according to the conditions of hire. These will be comparable to the existing conditions of hire in the Authority. The Service Provider’s conditions of hire and any variations proposed should be approved by the Authority’s Client Unit.

Torquay Library

- IT Learning Centre
- Front Office room

This room is managed and hired out by the Library Service to internal and outside organisations. (ie Registrars; Housing; Licensing; Public Health, etc).

Brixham

- Francis Henry Lyte room (small)

Churston Library

- Currently there are no available rooms for hire at this location.

2. Shared meeting/function rooms

The Service Provider will have access to a number of “shared” meeting rooms in Paignton Library and Information Centre.

The Service Provider is able to hire these rooms, at no cost and sub let to other relevant organisation as and when appropriate in order to generate income.

The Service Provider will hire the rooms via the Authority’s Community Services admin team at Paigntonlibrary.roombookings@torbay.gov.uk .

The Service Provider will hire rooms and spaces according to the Authority’s conditions of hire. (see <http://www.torbay.gov.uk/libraries/meeting-rooms/>) and Table 1 below – **Paignton Library Fees and Charges – Room Hire**

If the Service Provider wishes to propose changes to the conditions of hire, these should be approved by the Authority’s Client Unit

The management of room hire to be conducted in full compliance with all Health and Safety standards and legislation (see Specification Sections 8.2 and 8.9).

The Service Provider will continue to provide space and room hire to all current hirers of “shared” space/meeting rooms until such time that the hirers terminate their hire agreements.

Service provider income generated from room bookings will be managed in accordance with Specification section 5.2 – Service Income

Paignton Library and Information Centre shared rooms

- Meeting Rooms 10,11,12;
- Room 13 - Film Room includes Internet access;
- Room 14 – Media Room - Recording Studio includes Internet access
- IT Learning Centre

Table 1. – Paignton Library Fees and Charges – Room Hire

Room Hire		£ Current 2016/17	£ Proposed 2017/18
Triple meeting room (10, 11, 12)	Full Rate Per Hour	21.40	22.05
	Discounted Rate Per Hour	9.65	9.95
Double meeting room (10, 11) or (11, 12)	Full Rate Per Hour	19.30	19.90
	Discounted Rate Per	8.55	8.80

	Hour		
Single Meeting room (10) or (11) or (12) or (13)	Full Rate Per Hour	12.85	13.25
	Discounted Rate Per Hour	5.90	6.10
Learning Centre	Full Rate Per Hour	16.00	16.50
	Discounted Rate Per Hour	9.65	9.95
Media Room	Full Rate Per Hour	5.35	5.50
	Discounted Rate Per Hour	2.65	2.75

3. Other Authority meeting and Function rooms.

The Authority has many other Meeting and Function rooms in other non Library buildings which are managed and hired out by the TDA FM Service. These rooms can be acquired by Library Services at the current daily rates set by the Authority.