The Hub is available for hire to hold a meeting or run an

event. The following facilities are available in our

meeting room:

* Interactive whiteboard for projector presentations
* Stackable tables and chairs
* Space can seat up to 8 people

**How much will it cost?**

The cost to hire a room is £9.00 an hour, £20.00 for half a day (3 hours) and £35.00 per day (7 hours).

**Can I book the whole HUB?**

Yes,the whole Hub can be hired outside of its normal opening hours for £20.00 for 3 hours

**Information on how to book the meeting room and conditions of use**

* All bookings need to be paid a minimum of 2 weeks prior to using the room. The payment must be made by card (Payment by cheque is not accepted)
* Complete the booking details below and email this form to triageMSN@bathnes.gov.uk. Confirmation of your booking will be emailed to you within 5 days of receipt.
* It is recommended that booking requests should be received with sufficient notice to ensure availability.
* When booking an event, organisers **should** consider whether a risk assessment needs to be carried out prior to the event to minimise any potential health and safety risks. A risk assessment form can be sent to you upon request. A full risk assessment **must be** emailed totriageMSN@bathnes.gov.uk a minimum of 2 weeks prior to using the room.
* If the whole Hub is booked for a meeting or event outside of normal working hours, it is the responsibility of the event organiser to ensure the building is open ready for the event. In addition they are responsible for securing the building after the event, management of the keys and the building which includes the activation and deactivation of the alarm.
* Health and Safety regulations must be adhered to at all times. Pease ensure all those who are attending are familiar with the emergency exit points
* Under no circumstances should events be held that create unnecessary risks for Council staff, volunteers and customers. All legislative guidance must be adhered to when using the room and premises. This includes the use of products and materials that could affect those using the Library and Coffee Shop, providing safe activities including for children, following the rules about data and information collection etc.
* The provision of refreshments is the responsibility of the meeting/event organiser. Please note the meeting room does not have kitchen facilities. During normal opening hours refreshments can be purchased from the coffee shop which is located in the HUB.

**Booking Form for The HUB meeting room**

**Booking Form to be completed**

|  |  |
| --- | --- |
| Name |       |
| Address |       |
| Contact telephone number |       |
| Email Address |       |
| Date room is required |       |
| Time room is required |       |
| For how many people |       |
|  |
| ***HUB team members to complete below*** |  |
| Date of booking |       |
| Cost of booking |       |
| Booking paid |       |