

**Room Hire and Tours: Conditions of Hire**

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| The Devon and Exeter Institution is a subscription library founded in 1813. The library holds 35,000 volumes and many thousands of maps, prints, pamphlets, cuttings and leaflets.  The library is deemed of national importance as an intact collection in its original setting. To ensure that its unique and vulnerable nature is protected we ask that the following hire conditions are adhered to. | | | |
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| 1. | Hire by individual members, non-members and organisations which match our charitable objectives are welcomed but we do not usually accept bookings for private parties or weddings as we do not have the facilities to cater for these. | | |
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| 2. | All hirers must complete an application form and sign the conditions of hire notice. Bookings will normally be confirmed within two weeks of the date of the application. Please note that the DEI has an established programme of activities which will be given priority in the event of a clash of dates. Please contact the DEI Office on 01392 274727 for details. | | |
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| 3. | No food and drink, other than the arrangements agreed on the booking form, are allowed in the Inner and Outer Libraries. | | |
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| 4. | No furniture or other items in the collection should be moved without prior arrangement. | | |
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| 5. | Owing to the restrictions on re-cycling collection at the DEI, all empty bottles used at the event must be removed from the building by the hirer. | | |
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| 6. | If you are intending to sell or supply alcohol as part of your booking you will need to obtain a temporary event notice (TEN) available from *www.gov.uk/government/collections/alcohol-licensing-temporary-events-notices* | | |
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| 7. | Catering can be provided by our usual outside caterers. Please ask for details of prices. | | |
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| 8. | Payment one week in advance by cash or cheque – payable to the Devon and Exeter Institution. | | |
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| 9. | The DEI reserves the right to cancel provisional bookings if these are not confirmed within agreed timescales. | | |
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| 10. | There is no wheelchair access to the Reading Room or the Stirling Room. | | |
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| Please complete the acceptance slip below and return with the Room Hire application request to: | | | |
|  | Asst. Secretary | | |
|  | Devon and Exeter Institution | | |
|  | 7, Cathedral Close | | |
|  | Exeter | | |
|  | EX1 1EZ | | |
|  | *Or by email to* office@devonandexeterinstitution.org | | |
|  | | | |
| I accept the above conditions of hire for my application to use the Devon and Exeter Institution | | | |
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| Signed on behalf of: | |  | |
|  | | |  |
| Signature: | | | Date: |