

Covid-19 conditions of hire for events in The London Library's Reading Room

Updated: 10 August 2021

The London Library is pleased to make the Reading Room available for hire for up to 200 guests, subject to the following conditions:

1. Payment of a fee of £800 to cover additional cleaning costs, defogging of all Library spaces used by the hirer and their guests before and following the hire period, and additional staff overtime required for cleaning.
2. Windows in the Reading Room must be kept open at all times during the event to allow for ventilation of the hire space.
3. It is recommended that all guests and attendees wear masks during the event. Mask wearing may be non-mandatory in the Reading Room at the discretion of the hirer.
4. Masks must be worn by the hirer's staff and guests when entering the Library building and must be worn at all times inside the Library, except when in the Reading Room. Staff and guests must wear masks when leaving the Reading Room to use the toilets and when exiting the Reading Room at the end of the event.
5. Masks must be worn by the hirer's staff and guests whenever approaching or speaking to Library staff.
6. The hirer must provide sufficient staff to run the event, marshal guests and ensure compliance with the conditions of hire, including mask-wearing outside of the Reading Room. The hirer must submit details of staffing plans ahead of the event.
7. The hirer must provide assurances that they will communicate the conditions of hire, including mask-wearing outside the Reading Room, to guests and attendees. The hirer must also advise guests not to arrive early to the event or to enter the Library before the stated arrival time.
8. The hirer must inform guests that they cannot attend the event, or enter the Library, if they have any symptoms of Covid-19, have tested positive for Covid-19 within the last ten days, or if they meet government criteria for self-isolation.
9. The hirer must provide a copy of their Covid-19 risk assessment for events.
10. The hirer must provide advance notice and copies of the Covid-19 policies of any companies providing catering or onsite services for the event.
11. The Library retains the right to change its conditions of hire at any time in line with government restrictions or changes to the risk posed by Covid-19.