

# Central Library Meeting Rooms & Community Space

## Booking Information

The information below applies to all bookings from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018.

The Library is centrally-located within easy reach of pay & display car parks, bus routes and the train station. All parts of the building are accessible to people in wheelchairs and there are disabled access toilets on both floors. Free WiFi is available throughout the building.

To make a booking or for more information please contact the Central Library on 01429 272905 or email [central.library@hartlepool.gov.uk](mailto:central.library@hartlepool.gov.uk)

### Community Room

Located on the ground floor of the Library, this flexible space is ideal for meetings, lectures and group activities. It holds up to 60 people 'theatre style' or 45 people in groups around tables.

#### Facilities

Overhead digital projector & wall-mounted screen: £3 hire charge

Flip chart stand, paper & pens: £3 hire charge

Refreshments available by arrangement



#### Availability

Mon	Tues	Wed	Thu	Fri	Sat*	Minimum Hire Period
10- 5:30 & 6-9pm	10-5:30	10-5.30 & 6-9pm	10-5:30	10-5:30	10-1:30	3 hours

\*available for hire on Saturday afternoons by arrangement. Please ask for details.

#### Hire fees

Commercial rate	Private function	Community & Charitable Groups
£87 for 3 hours £30.75 per subsequent hour(s)	£35.90 for 3 hours £12.50 per subsequent hour(s)	£14.35 for 3 hours (daytime) £5.15 per subsequent daytime hour(s) £18.45 for 3 hours (evening)

## Meeting Room

The Meeting Room is conveniently situated at the front of the Library on the ground floor. It is ideal for small groups and holds up to 8 people seated 'conference style'.



### Facilities

White board, flip chart stand, paper & pens: £3 hire charge  
Refreshments available by arrangement

### Availability

Mon	Tues	Wed	Thu	Fri	Sat	Minimum Hire Period
10- 5:30 & 6-9pm	10-5:30	10-5.30 & 6-9pm	10-5:30	10-5:30	10-1:30	3 hours

Hire fees		
Commercial rate	Private function	Community & Charitable Groups
£87 for 3 hours £30.75 per subsequent hour(s)	£35.90 for 3 hours £12.50 per subsequent hour(s)	£14 for 3 hours (daytime) £4.70 per hour (daytime)
Out-of-hours bookings by arrangement		

## Community Pod

The 'Pod' is located on the first floor (accessible by stairs or lift) and is designed as a confidential meeting space for up to three people. The room is fitted with an alarm system, making it a safe environment for agencies conducting one-to-one appointments.



### Availability

Mon	Tues	Wed	Thu	Fri	Sat	Minimum Hire Period
10- 5:30	10-5:30	10-5.30	10-5:30	10-5:30	10-1:30	1 hour

Hire fees		
Commercial rate	Private function	Community & Charitable Groups
£30.75 per hour (daytime) £87 for 3 hours	£12.50 per hour (daytime) £35.90 for 3 hours	£4.70 per hour (daytime) £14 for 3 hours
Out-of-hours bookings by arrangement		

## Community Space

Sections of the Library are available by arrangement to groups looking for a small, informal meeting space. Please contact us to discuss requirements and charges.



### Availability

Mon	Tues	Wed	Thu	Fri	Sat	Minimum Hire Period
10- 5:30 & 6-9pm	10-5:30	10-5.30 & 6-9pm	10-5:30	10-5:30	10-1:30	3 hours

The busy Library foyer is an excellent spot to place a small information stall. Available to Community & Charitable Groups at no charge. Please contact us to discuss requirements.



### Availability

Mon	Tues	Wed	Thu	Fri	Sat	Minimum Hire Period
10- 5:30	10-5:30	10-5.30	10-5:30	10-5:30	10-1:30	1 hour

## Central Gallery

The Gallery forms the backdrop to the ground floor Lending Library and is a popular place for Library users to meet and chat. It hosts a diverse range of framed exhibitions and is used by individuals, groups, amateur and professional artists. The Gallery comprises of two boards, which can be booked individually or as a single space. Display cases are also available.



### Availability

Mon	Tues	Wed	Thu	Fri	Sat	Minimum/Max Hire Period
10- 6	10-6	10-6	10-6	10-6	10-2	1 week/ 2 weeks

### Hire fees

Gallery exhibition (items not for sale or profit)	Gallery exhibition (items for sale)	Display case (items not for sale or profit)	Display case (items for sale)
Free	£11 per board per week*	Free	£3.55 per case per week*
*additional commission charge of 10% per item for takings over £200			

Central Library

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