

Conference Room Hire Times

Monday	9am – 7pm
Tuesday	9am – 7pm
Wednesday	9am – 5pm
Thursday	9am – 8pm
Friday	9am – 5pm
Saturday	9am – 5pm
Sunday	10am – 4pm

Please note: all rooms can be hired outside of these hours, but this will incur an additional hourly charge.

Evening Hire

All conference rooms, as well as the library itself, can be hired for private functions, performances and events.



To make a booking or enquiry please contact our Conference Room Team on 01273 292872 or email jubileelibrary.conferencebookings@brighton-hove.gov.uk

We are here to help make your day a success.

Jubilee Library
Jubilee Street
Brighton BN1 1GE

www.citylibraries.info

Jubilee Library Conference Rooms

The Jubilee Library Conference Centre is an exceptionally versatile venue housed within the centrally located, eco-friendly designed Jubilee Library.

All rooms are equipped to suit the needs of any business meeting, training workshop or event.

Room Capacities

Room	Theatre Style	Boardroom	Cabaret	Horseshoe of Tables	Horseshoe of Chairs
Conference Hall	80	35	50	25	30
Conference Room 1	30	25	20	20	20
Conference Room 2	45	30	30	25	20
Learning Centre	30	25	20	25	20



Accessibility

All our Conference Room are fully accessible.

Refreshments

Refreshments are available to order, consisting of a selection of teas, coffees and biscuits, with the first serving priced at £2 per person and further additional servings at £1 per person.

All rooms have access to a water cooler.

If required, our Conference Team can provide you with a list of local caterers.

Room Hire Charges

Standard Hire Rate

Room	Full Day	Half Day
Conference Hall	£575.00	£380.00
Conference Room 1	£290.00	£180.00
Conference Room 2	£320.00	£220.00
Learning Centre	£250.00	£150.00

Discounted Hire Rate

Room	Full Day	Half Day
Conference Hall	£400.00	£290.00
Conference Room 1	£180.00	£110.00
Conference Room 2	£220.00	£140.00
Leaning Centre	£150.00	£90.00

All room hire charges include the use of presentation equipment.



Room Equipment

All rooms come equipped with plasma screens, DVD players and flipchart, paper and pens.

Both the Conference Hall and Conference Room 2 have access to the internet and a microphone PA system.

