

LIBRARY OPENING TIMES

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

Opening times

The conference rooms can be booked on weekdays and weekends. Each day is divided up into 2 timeslots which can be combined together to create a full day booking. For evening hire there is a basic additional charge of £25 per hour for bookings outside library opening hours:

Morning	Afternoon
9.30am - 1.30pm	1.30 - 5.00pm

Cancellations

Bookings cancelled within fourteen days of the event date are subject to a 20% cancellation fee.

Bookings cancelled within one day of the event are subject to the full fee.

Payment

All external events are invoiced up to 28 days after the event and require a contact name and address for invoice purposes. Internal events are paid by internal recharge and require both cost codes and cost details before the booking can be confirmed. All external booking fees and charges exclude VAT.

All invoice details and contact addresses must be confirmed by the start date of your event. Purchase Order numbers if required must be included on the application form.

Out of Hours Access and Additional Charges

Evenings

It is possible to book times that run outside of library core opening times but please note that there is an additional charge of £25.00 per each hour the library stays open after closing to the general public.

Mornings

It is possible for attendees to access the conference rooms between 9.15am and 10am as standard. Earlier access can be arranged but may entail an additional cost.

Light refreshment fees

We offer a light refreshments service for up to 30 people when booked in advance consisting of a selection of teas, coffees, and biscuits (additional numbers by arrangement only). Chilled water is supplied free of charge from dispensers in each room.

The first serving costs £2.00 per person.
Additional servings cost £1.00 per person.

Catering information

Please contact our conference team and we can supply you with a list of local caterers.



Jubilee Library Conference Rooms

Bookings & general enquiries 01273 292872

**Jubilee Library Jubilee Street
Brighton BN1 1GE**

www.citylibraries.info

jubileelibrary.conferencebookings@brighton-hove.gov.uk

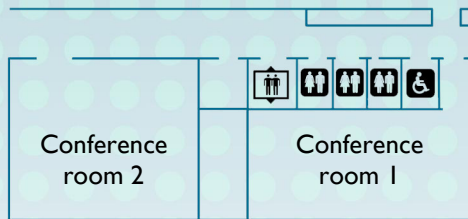
Conference Room Information

Jubilee Conference Centre is an exceptionally versatile venue catering for up to 100 delegates, housed within the award-winning, eco-friendly designed Jubilee Library. They are available for business, community and internal hire.

Conference Hall

Theatre	100
Boardroom	35
Circle of chairs	40
Length	22 metres
Width	5 - 7 metres

Conference rooms 1 and 2 combine to make up the conference hall



Conference Rooms

	Room 1	Room 2
Theatre	30	45
Boardroom	25	30
Circle of chairs	25	40
Length	10 metres	9 metres
Width	5 metres	9 metres



Learning centre

Theatre	30
Boardroom	25
Circle of chairs	25
Length	8 metres
Width	5 metres

Accessibility

Conference rooms 1 and 2 are located on the mezzanine level in the library. They are fully accessible from the library ground floor via public lift, stairs and single entrance doors. Toilet facilities are located in the corridor outside these rooms, including an accessible toilet with baby changing facilities. There is a conference room buzzer located to the right of the book drop by the main entrance for attendees wishing to access the rooms before the library opens to the public at 10am.

Presentation Services

All conference rooms have the following facilities unless marked otherwise:

- Plasma screen with DVD/VHS and computer base unit with cordless keyboard, mouse and internet access (conference room 2 only)
- Portable plasma screen with DVD and VHS player and connection for external laptop
- Staging for talks and presentations (up to four pieces including stairs)
- PA system and microphone system
- Lectern
- Dry wipe board, flipcharts and pens
- Hearing Aid loop

KEY

- WC male & female
- Accessible toilets
- Elevator

Room hire fees

Room hire fees are split into 2 separate categories - standard rate and discounted rate for community organisations and council use.

Standard Rates

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

Discounted Rates

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

