



Room Hire

Bath & North East Somerset Library Service

Hire Documentation

What's available to hire and where?

Facilities in Bath, Keynsham & Midsomer Norton...

Bath Central Library has 2 meeting rooms, an exhibition room, 2 display cabinets, LCD advertising screen, Computer Suite of 11 terminals, 4 Notice boards as well as space for displaying posters & leaflets.

Keynsham and Midsomer Norton Libraries also have display board space available and areas in each library can be hired out for events. Both libraries also have Computer suites of 8 terminals.

All branch libraries are available to hire during closed times. All bookings of meeting rooms, Display Hire or Exhibition Room hire are Monday to Saturday ONLY.

I'm an artist – can I exhibit my work anywhere?

Bath Central Library has an Exhibition room / Gallery space available for people & groups to display their exhibits.

I'd like to arrange a manned stall / franchised space to advise people about our services – is this possible?

Yes, this can be provided in certain Library locations on a daily, weekly, monthly or annual basis. There are reductions in price for regular bookings. Dates need to be agreed in advance, as space in individual locations becomes available. Some locations can also provide internet / telephone connection for kiosks and self service points.

My child has a birthday coming up and I'd really like to hold a party in the library?

Bath Children's activity room and the small meeting room can be hired as a package for children's birthday parties at set times of the day.

Are rooms available to hire by the hour for business meetings or community groups?

Bath Central Library has 2 medium sized meeting rooms and 1 large meeting room for conferences available. The medium rooms can be booked per hour, per half day or per day depending on your requirements. The large room can only be booked per day.

Can I hold an event / private party outside normal opening hours?

Events can take place outside of library opening hours within Bath Library, However there is an additional charge for this as a Security Guard needs to be present during the event and to secure the building afterwards (Please also refer to the next section about food & drink).

Do you provide smoking areas?

Smoking is not permitted in any library buildings.

What sizes are your Notice boards in Bath Library?

Each board is 6 foot high by 2 foot wide, the boards can be set up or removed Monday to Saturday ONLY. The display will be booked for 1 week Monday to Sunday.

Do you provide food & drink for meeting & events?

We are unable to serve refreshments for your events but you can contact the B&NES catering department for buffets. You can contact them on 01225 394424 or Email: catering@bathnes.gov.uk. You can make use of the Kitchenette Facilities for drinks only for an additional charge or use chargeable vending facilities which are available in the reading area at Bath Central Library. The kitchen facilities in any library are not to be used for serving or preparing food.

If you wish to serve alcohol for private "out of hours" functions (please also see previous section) you may require a licence, to find out if you will need one please contact 01225 477531. Any items required to serve refreshments will need to be supplied by the exhibitors.

Can I sell items and related merchandise?

You may sell items and take orders on the premises but this will be subject to a 20% commission payable to Bath & North East Somerset council on completion of your exhibition.

Can I display posters & leaflets about my event or community group?

Any material intended for distribution must be approved in advance by the hiring library. Copies of any leaflets, to be distributed during the exhibition, should be submitted with the application form if possible and not later than one month before the date of the exhibition.

Is there telephone and internet access?

You are able to use our public Internet Access computers in libraries for up to 8 hours a day. Please note we do charge for some internet access. We do not supply any access to telephones.

What about office equipment like flip charts, screens & audio visual items?

We do offer a wide range of office equipment and there are additional charges for the use of these. You can also bring in your own electrical items but these will need an up to date electrical testing certificate or receipt of purchase if item is up to one year old. These will need to be seen before using the equipment.

What is the maximum amount of people that can be allowed in the meeting rooms and libraries?

Bath Central Library:

Exhibition room – 70 seated or 155 standing when empty

Meeting rooms – Up to 15 depending on which room and layout

Main Library – 300 Maximum

Keynsham Library – 70 people

Midsomer Norton Library – 60 People

Radstock Library – 40 People

Weston Library 20 People

Moorland Road Library – 15 People

Paulton Library – 15 People

Saltford – 15 People

Do I need to arrange my own insurance?

The Council does not accept any liability for any loss or damage to any items displayed in the Library. Organisers must make their own arrangements for Public liability insurance cover.

How Much Will It Cost?

Meeting rooms & Branch Libraries

Bath, Keynsham & Midsomer Norton Areas	Per hour 9am-5pm	Half day 9am-1pm / 1-5pm / 5-8pm* /7-10pm*	All day 9am-5pm / 12-8pm*
Small / medium meeting rooms or branch libraries	£9	£20	£35

*Additional £15.00 per hour or part thereof is required for events outside of Bath Central Library opening hours for a security porter to lock or open the library. Additional charges are before 9.00am every day and after 6.00pm on Mondays, after 7.00pm Tuesday, Wednesday & Thursday and after 5.00pm Friday and Saturday.

Local arrangements can be put in place for use of the smaller libraries.

*Exhibition Room – Bath Central Library ONLY

Inclusive of Kitchenette and Display Boards	Per day		Per week	Per Month
Exhibition room	Sole usage	£80	£140	£575
	Shared usage	£40		

To Book Individual Sections	Per day		Per week	Per Month
Exhibition room	Sole Usage	£60	£100	£450
	Shared Usage	£30		
Display boards	1 board	£7.50	£15	£50
	2 boards	£10	£20	£75
	3 boards	£15	£27.50	£80
	4 or more boards	£20	£32.50	£100
Kitchen facilities		£25	£25	£125

* Exhibition room bookings are only available Monday to Saturday. Sunday is not available for setting up or removal of an exhibition.

Display Cabinets / Display Boards / Electrical Items

		Per day	Per week	Per month
Display cabinets (Bath only)	1 only	N/A	£20	£60
	Both		£30	£90
Display boards (applies to own display boards to)	1 board	£7.50	£15	£50
	2 boards	£10	£20	£75
	3 boards	£15	£27.50	£80
	4 boards	£20	£32.50	£100
*In house advertising channel (Bath only)	3 LCD TV's with your information on	N/A	£20	£75

*Please ensure you are fully aware of the notices and posters policy before choosing this option. All displays need to be in JPEG format and should be 786 x 504 pixels and will be shown at least 10 times an hour unless stated

Miscellaneous Items*	Cost Per Day	Cost Per Week
Projector Screen & Stand	£20	£60
Overhead Projector (Laptop link)	£40	£125
Sound Amplification Equipment	£75	£180
Television	£20	£75
Television & Video	£30	£85
Flipchart, Paper & Pens	£10	£35

*All items may not be available please ask before confirming your booking.

Computer suites

	Per Hour	Per Day (8 Hours)	Per Week (5 Days)
Bath Central Library (11 Computers)	£28	£224	£1100
Midsomer Norton Library (8 Computers)	£20.40	£163	£800
Keynsham Library (8 Computers)	£20.40	£163	£800
Other libraries (Min 2 booked for a course)	£ 2.55 per computer terminal	£ 20.40 per computer terminal	£102 per computer terminal

Computer suites are booked as an area and computers cannot be paid for per unit in Bath Central, Keynsham or Midsomer Norton Libraries.

Bath				
	Per day one off / regular	Per week one off / regular	Per month	Per annum
Wall or 'stand' display only	£30 / £20	£120 / £90	£250	£2,750
Internet or telephone kiosk connection	N/A	N/A	N/A	£6,000
Manned service point	£35 / £30	£135 / £90	£310	£4,000

Midsomer Norton or Keynsham				
	Per day one off / regular	Per week one off / regular	Per month	Per annum
Wall or 'stand' display only	£20 / £15	£75 / £50	£160	£1,750
Internet or telephone kiosk connection	N/A	N/A	N/A	£3,000
Manned service point	£27.50 / £20	£100 / £75	£250	£2,800

Small locations				
	Per day	Per week	Per month	Per annum
Wall or 'stand' display only	£15	£50	£75	£800
Internet or telephone kiosk connection	N/A	N/A	N/A	N/A
Manned service point	£15	£50	£75	£800

To constitute regular bookings must be at least four times a year.

What Do I Need To Do Next?

Complete and send in this booking form, I wish to hire the following facilities...

Item	Tick as required	Quantity or Branch	Date / times required	Cost (refer to Hire doc)
Exhibition Room, Kitchenette & Display Boards Inclusive				£
Exhibition Room Only				£
Kitchenette				£
Display Boards				£
Display Cases				£
Meeting Room / Branch Library				£
Security cover for out of hours (if required)				£
Total				£

I wish to hire the following equipment...

Item	Quantity (if relevant)	What items do you wish to hire	Cost (refer to Hire doc)
Bringing my own equipment (tested)*			£
Extras:			£
Extras:			£

*Own equipment must be supported by an up to date certificate (please refer to Hire doc)

Total cost of hire for facilities & equipment
Money Paid today (At least 50% of total hire cost)
Total Left to pay

£
£
£

My contact details...

Name: (& organisation if relevant)	Position in Organisation:
Email Address:	Telephone Number:
Address:	Signature:
	Date:

Please Tick here if you require a confirmation email or letter. Please Circle preferred method.

Where do I send the payment to?

For Bath Area Bookings includes Bath Central Library, Weston & Moorland Road send completed forms and payments to:

Bath Central Library Manager,
Bath Central Library,
19-23 The Podium,
Northgate Street,
BATH,
BA1 5AN

For Keynsham Area Bookings includes Keynsham & Saltford send completed forms and payments to:

Keynsham Library Manager,
Keynsham Library,
The Centre,
Keynsham,
BS31 1ED

For Midsomer Norton Area Bookings includes Midsomer Norton, Paulton & Radstock send completed forms and payments to:

Midsomer Norton Library Manager,
Midsomer Norton Library,
119 High Street,
Midsomer Norton,
BA3 2DA

How to contact us....

You can contact us at any of the addresses above or by:

Email – councilconnect@bathnes.gov.uk

Telephone - 01225 39 40 41

Text - 07797 806544

Minicom - 01225 477309

Fax - 01225 787409

This booklet about Room hire can be made available in a range of community languages, large print, Braille, on tape, electronic and accessible formats from the Library Service. Please contact using the information above.

Your checklist....

Before commencing your booking ensure that the following has been either completed or sent to you where applicable.

Item	Yes	No
Booking form completed		
Payment sent to relevant library		
Confirmation received if asked for		
What to do in a fire briefing		
Risk assessment sent for hiring the library space		
Informed of the No Smoking policy		
Library hire terms and conditions received		
Security Alarm procedure given (Not applicable to Bath Central Library)		
Insurance set up for your event		
Electrical equipment you use all electrically tested with certificate		
Fire risk assessment talked through with you by library staff on 1 st day of booking		
Feedback form for completing after use of facilities		

Signed by hirer.....

Date signed.....

Signed by library staff.....

Date signed.....