

**WISBECH LIBRARY MEETING & INTERVIEW
ROOMS INFORMATION SHEET****Wisbech Library, 5 Ely Place, Wisbech PE13 1EU**
Tel 0345 045 5225 Fax 01945 589240**Facilities available**

Size of room	Interview Room = 10.5sq m Meeting Room 1 = 30sq m Meeting Room 2 = 30sq m Meeting Rooms 1 & 2 (combined) = 60 sq m
Maximum no of users	Interview Room 6 people Meeting Room 1: 30 people in rows or conference Meeting Room 2: 20 people in rows Meeting Rooms 1&2 combined: 50 people in rows
Tables/Chairs	8 tables/64 Chairs (2 rooms combined)
Display board	2 sets of green display boards Whiteboards
Resources:	Powerpoint projector and laptop Portable projection screen with tripod legs 2 flipchart easels Hearing loop
Kitchen facilities	Hydroboil (wall mounted water heater) Urn Dishwasher Fridge
Crockery/cutlery	60 mugs, 50 cups & saucers, 50 small plates, 12 dinner size plates, 12 teaspoons 6 glass jugs, 60 glass tumblers Small teapot, cream jug and sugar basin 60 plastic children's beakers and 4 jugs
Parking facilities	2 disabled car park spaces otherwise public car parks only

You are welcome to bring your own tea and coffee, or we can provide these at a cost of 30p per cup on a self service basis. No food may be prepared on the premises, but details of local outside caterers can be supplied on request.

Charges

	Commercial	C.C.C	Community
Meetings Room 1 or 2	£9	£7	£4
Meeting rooms 1&2	£12	£9	£5
Interview Room	£7	£5	£2.50
Use of data projector	£20.00		
Use of OHP	£6.00		
Flip chart and pens	£5.00		

There is no charge for Cambridgeshire Libraries, Archives or the Cromwell Museum.

It is County Council policy that whenever possible cash payment should be made on the day of hire. A till receipt will be given as proof of payment. Alternatively, you can request to be invoiced, but an administrative charge of £2.00 per invoice will be made for sums under £50.00. No additional charge will be made for sums over £50.00.

Times when the rooms can be hired

Monday	10.00 - 18.00
Tuesday	10.00 - 19.00
Wednesday	10.00 - 18.00
Thursday	10.00 - 18.00
Friday	10.00 - 18.00
Saturday	09.00 - 17.00

As a community facility we would like the meeting rooms to be used as much as possible. We are working towards making arrangements for out of hours use in future. Watch this space!