



SOHAM LIBRARY MEETINGS ROOM INFORMATION SHEET

Name and address of Library

Tel 0345 045 5225 Fax

Facilities available

Size of room	18' x 15'
Maximum no of users	30
Tables	2 measuring 4'6 x 2'2 5 measuring 6' x 2'2
Display board	-
Resources:	-
Kitchen facilities	1 Kettle 1 Microwave
Crockery/cutlery	20 cups and saucers
Parking facilities	6 spaces in library car park Public car park next to meeting room

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 (Effective 1st September)

	Commercial	Cambs C C	Community
Meetings Room	£9.00	£7.00	£4.00
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 of availability

Monday	10 - 1 and 2.30 – 7.00
Tuesday	10 – 1 and 2.30 - 5
Wednesday	Closed
Thursday	10 – 1 and 2.30 - 5
Friday	10 – 1 and 2.30 - 5
Saturday	9.30 – 1.30
Sunday	Closed