



WHITTLESEY LIBRARY MEETING ROOM/OFFICE INFORMATION SHEET

Whittlesey Library, 31-35 Market Street Whittlesey, Cambs, PE7 1BA
Tel 0345 045 5225 Fax 01733 208293

Facilities available

Size of room	Meetings Room L shaped 22ftx18ft Interview rooms 1 & 2 10' x 5'
Maximum no of users	Meetings Room 25 seated forum style. Interview rooms 3
Tables	2 6'x2', 3 folding 2'6" x5' Table in each office
Display board	White board & pens
Resources:	Flipchart and pens
Kitchen facilities	2 kettles Tea/coffee 30p per cup. With biscuits 50p per cup.
Crockery/cutlery	Teapot, milk jug 28 cups/saucers 9 dinner plates, 4 desert plates, 4 tea plates, 4 bowls, teaspoons. 12 glasses & water jug
Parking facilities	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	Cambs C C	Community
Meetings Room	£9.00	£7.00	£4.00
Office	£7.00	£5.00	£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.

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	9.30-6
Tuesday	9.30-6
Wednesday	9.30-7
Thursday	Closed
Friday	9.30-6
Saturday	9.30-5