

MARCH LIBRARY MEETING ROOM or INTERVIEW ROOM INFORMATION SHEET

March Library, City Road, March, Cambs, PE15 9LT
Tel 0345 045 5225 Fax 01354 754760

Facilities available

Size of room	7m (W) x 12m (L)
Maximum no of users	Meetings Room 50
Tables	10 measuring 1500 mm x 750 mm 1 measuring 800 mm x 1800 mm 1 measuring 1800 mm x 1000 mm
Display board	N/A
Resources:	Overhead projector Flipchart and pens
Kitchen facilities	Wall Mounted Water Heater
Crockery/cutlery	50 cups/saucers (plastic cups also available) 50 glasses
Parking facilities	Public car parks only

You are welcome to bring your own tea and coffee or we can provide these 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 per hour	£12.00	£9.00	£5.00
Interview room per hour	£7.00	£5.00	£2.50
Use of OHP	£6.00		
Flip chart and pens	£5.00		
Tea/Coffee	.30p		
Tea/Coffee/Biscuits	.50p		

There is no charge for Cambridgeshire Libraries, Archives or 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	9.00 – 5.00
Tuesday	9.00 – 8.00
Wednesday	9.00 – 5.00
Thursday	9.00 – 8.00
Friday	9.00 – 5.00
Saturday	9.30 – 3.30

Please note the rooms for hire are not accessible before 9am.