

# Meeting and interview rooms information sheet

## Room dimensions and capacity

	Size of room	Capacity
<b>Meeting Room 1</b>	7m x 3m	15 people
<b>Meeting Room 2</b>	7m x 3m	15 people
<b>Meeting Rooms 1 &amp; 2 combined</b>	7m x 6m	50 people
<b>Interview Room</b>	2m x 3m	3 people

## Facilities available

<b>Tables</b>	8 folding tables
<b>Display board</b>	6 panel Flip chart stand
<b>Resources</b>	55 chairs Portable hearing loop
<b>Kitchen facilities</b>	Hydroboil (wall mounted water heater) Dishwasher Fridge
<b>Crockery/cutlery</b>	60 mugs, 20 cups and saucers, 12 serving plates 60 sets of cutlery, 24 teaspoons 40 glasses, 2 glass jugs 60 plastic children's beakers and 4 jugs
<b>Parking facilities</b>	Disabled car park spaces nearby on Great Whyte, and town car parks

You are welcome to bring your own tea, coffee and milk etc for use in the kitchen. However, we regret that no food can be prepared in the kitchen. If food is required the contact details of local caterers can be supplied on request.

## Charges per hour

Room	Capacity	Price per hour		
		Commercial	County/ Partner	Community
<b>Meeting Room 1</b>	15	£10	£8	£5
<b>Meeting Room 2</b>	15	£10	£8	£5
<b>Meeting Rooms 1 &amp; 2 combined</b>	50	£15	£12	£7
<b>Interview Room</b>	3	£8	£6	£3.50

There is no charge for Cambridgeshire Libraries, Archives and Information use.

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.

The library is currently open at the following times and rooms can be hired at any time within these hours.

<b>Monday</b>	CLOSED
<b>Tuesday</b>	10.00am - 6.00pm
<b>Wednesday</b>	2.00pm - 7.00pm
<b>Thursday</b>	10.00am - 6.00pm
<b>Friday</b>	10.00am - 12.00pm 2.00pm - 6.00pm
<b>Saturday</b>	9.30am - 12.30pm

It may be possible to hire rooms outside of opening hours, please speak to a member of staff for more information.

For further information, or to make a booking, please contact **0345 045 5225** or visit **[www.cambridgeshire.gov.uk/library](http://www.cambridgeshire.gov.uk/library)** and click on the 'Book a meeting room' link.

Updated 27 Jan 2012