

## Conference Room Hire Times

Monday	9am – 7pm
Tuesday	9am – 7pm
Wednesday	9am – 5pm
Thursday	9am – 7pm
Friday	9am – 5pm
Saturday	9am – 5pm
Sunday	10am – 5pm

Please note: all rooms can be hired outside of these hours, but this will incur an additional hourly charge.



### Evening Hire

All conference rooms, as well as the library itself, can be hired for private functions, performances and events.



To make a booking or enquiry please contact our Conference Room Team on 01273 292872 or email [jubileelibrary.conferencebookings@brighton-hove.gov.uk](mailto:jubileelibrary.conferencebookings@brighton-hove.gov.uk)

**We are here to help make your day a success.**

## Jubilee Library Conference Rooms

Jubilee Library  
Jubilee Street  
Brighton BN1 1GE

[www.brighton-hove.gov.uk/libraries](http://www.brighton-hove.gov.uk/libraries)

April 2019

## The Jubilee Library Conference Centre is an exceptionally versatile venue housed within the centrally located, eco-friendly designed Jubilee Library.

All rooms are equipped to suit the needs of any business meeting, training workshop or event.

### Room Capacities

Room	Theatre Style	Boardroom	Cabaret	Horseshoe of Tables	Horseshoe of Chairs
Conference Hall	70	40	50	20	30
Conference Room 1	30	20	20	18	20
Conference Room 2	40	30	30	20	25
Conference Room 3	30	25	20	20	20
Conference Room 4	-	6	-	-	-
121 Room	-	2	-	-	-



### Accessibility

All our Conference Rooms are fully accessible.

### Refreshments

Refreshments are available to order, consisting of a selection of teas, coffee and biscuits, priced at £2 per person per serving.

All rooms are provided with drinking water.

If required, our Conference Team can provide you with a list of local caterers.

### Room Hire Charges

#### Standard Rate

Room	Full Day	Half Day
Conference Hall	£600	£400
Conference Room 1	£300	£190
Conference Room 2	£340	£240
Conference Room 3	£260	£160
Conference Room 4	£160	£80
IT Connect Room	£160	£80
121 Room	£15 per hour (Min 2 hours)	

#### Discounted Rate

Room	Full Day	Half Day
Conference Hall	£450	£300
Conference Room 1	£195	£120
Conference Room 2	£250	£155
Conference Room 3	£185	£100
Conference Room 4	£100	£50
IT Connect Room	£100	£50
121 Room	£15 per hour (Min 2 hours)	

Room hire charges are before VAT.



### Room Equipment

All rooms have access to the Library's Wi-Fi and a flipchart stand and paper. The Conference Hall, and Rooms 1, 2 and 3 have a plasma screen with laptop connection.

The Conference Hall has access to a PA System.

