

## Hall and Room Hire in Libraries 1 April 2019 - 31 March 2020

Bexley Library Service has a number of rooms available for use by community groups, other Bexley Council departments and commercial organisations. Charges within and outside library opening hours are outlined below.

### Rooms

Library	Room size	Number of seats	In opening hours: Community	In opening hours: Commercial	Out of library hours: Mon-Sat Community	Out of library hours: Mon-Sat Commercial	Out of Hours Sunday Community	Out of Hours Sunday Commercial
			Hourly rate	Hourly rate	Hourly rate	Hourly rate	Hourly Rate	Hourly Rate
Central								
<i>Kingsley</i>	3.8 x 3 m	6	£7.50	£18.00	£22.60	£41.00	£29.30	£56.60
<i>Pepys</i>	3.8 x 3 m	6	£7.50	£18.00	£22.60	£41.00	£29.30	£56.60
<i>Dickens</i>	6.5 x 6.5 m	*40	£12.00	£31.00	£25.75	£51.50	£31.00	£61.80
<i>Chaucer</i>	7 x 8 m	*60	£15.00	£36.00	£25.75	£51.50	£31.00	£61.80
Crayford	24m square	24	£7.50	£18.00	£22.60	£41.00	£29.30	£56.60
Erith	7.5 x 3.8 m	12	£7.50	£18.00	£22.60	£41.00	£29.30	£56.60
Sidcup								
<i>Room 1</i>	3.3 x 5.3m	10	£7.50	£18.00	£22.60	£41.00	£29.30	£56.60
<i>Room 2</i>	3.1 x 2.25m	4	£7.50	£18.00	£22.60	£41.00	£29.30	£56.60
Welling	4.5 x 7.0 m	20	£7.50	£18.00	£22.60	£41.00	£29.30	£56.60

\* 40 seated in rows or 25 seated at tables

\* 60 seated in rows or 40 seated at tables

### IT Suites

Available Outside library opening hours in all libraries.

Library	Number of PCs available	Mon - Sat Community Groups	Mon - Sat Commercial use	Sunday Community Groups	Sunday Commercial Use
		Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Central	35	£25.50	£63.00	£31.00	£61.80
<i>Children's library</i>	7	£25.50	£63.00	£31.00	£61.80
<i>Ground floor</i>	11	£25.50	£63.00	£31.00	£61.80
<i>First floor</i>	17	£25.50	£63.00	£31.00	£61.80
Crayford	8	£25.50	£63.00	£31.00	£61.80
Erith IT suite	12	£25.50	£63.00	£31.00	£61.80
Sidcup	13	£25.50	£63.00	£31.00	£61.80
Thamesmead	16	£25.50	£63.00	£31.00	£61.80
Welling	13	£25.50	£63.00	£31.00	£61.80
<i>Children's library</i>	4	£25.50	£63.00	£31.00	£61.80
<i>IT Suite</i>	9	£25.50	£63.00	£31.00	£61.80

### Available During opening hours

Library	Number of PCs available	Hourly rates	
		Community Groups	Commercial use
Crayford IT suite	8	£22.00	£51.00
Erith IT suite	12	£22.00	£51.00
Sidcup IT suite	13	£22.00	£51.00
Welling IT suite	13		£51.00
<i>Children's Library</i>	4		
<i>IT suite</i>	9	£22.00	

Business Use of Library space e.g. Private Tutors, During library opening hours £6 per hour

Rent of all Library space in all libraries - hourly rates Outside library opening hours

	Mon - Sat	Sunday
Community groups per hour	£31.00	£41.20
Commercial organisations per hour	£61.80	£82.50

### Display Boards

Hire the art display boards at Crayford and Erith - the charge is for 2 weeks and is payable by anyone selling their work or taking commissions. See terms and conditions.

Crayford and Erith £34.00

### Advertising stands

Commercial promotion of business - provision of space for stand and one person in library (subject to availability)

Central, Crayford, Erith, Sidcup, Thamesmead and Welling libraries

Daily £79.30  
 Weekly £268.00  
 pro rata daily rate if  
 more than 1 week £53.00

### Advertising stands

Community use - provision of space for stand and one person in library (subject to availability)

Central, Crayford, Erith, Sidcup, Thamesmead and Welling libraries

Daily £29.00  
 Weekly £92.75  
 pro rata daily rate if  
 more than 1 week £17.50

**MS Office 2010**

Word

Excel

Access

Powerpoint

Publisher

Picture Manager

Adobe reader

Foxit PDF reader

Quick Time

Real Player

IE9

Roxio Creator Basic

iTunes

InterVideo Win DVD

**On selected PCs**

Corel Paint Shop Pro

NJ Star