



Cambridgeshire
County Council



Venue@Central Library, Cambridge

- ✓ Centrally located meeting & venue facilities
- ✓ Prices based on hourly rates
- ✓ 0% VAT on venue bookings

www.cambridgeshire.gov.uk/library

Venue@Central Library, Cambridge

Situated on the 3rd Floor of Central Library, Cambridge, these modern and professional venue facilities are conveniently located in the heart of the city centre. Event attendees will be steps away from Cambridge's unique city attractions and excellent transportation links.

The versatile venue facilities and meeting rooms can accommodate from 2 to 100 attendees. Whether it is a one-to-one interview, a small business meeting or a large lecture, the venue facilities will match the requirements of most events. A large exhibition space is also available to exhibit the work of your organisation.

Hire of these facilities is highly affordable as all bookings are offered VAT free (0% VAT) and meeting rooms are priced at an hourly rate, so you only pay for the time required.

The venue is supported by a team of friendly staff and an excellent catering service. The onsite café can provide tea, coffee and a variety of buffet lunches (to suit most dietary requirements) and are conveniently located for attendees, should you decide not to provide catering for your guests yourself.

A full range of free to hire equipment is available to all our guests including Wi-Fi internet access.

Central Library, Cambridge is one of the most accessible public buildings in Cambridge with lifts to each floor, a disabled access ramp, hearing induction loops and disabled toilets.

Central Library, Cambridge
7 Lion Yard, Cambridge, CB2 3QD.
01223 728530

Conference Room

The Conference Room has been designed to offer a flexible venue for any event. It is a perfect venue to host larger meetings, training events and lectures. The room features a retractable partition wall that allows your event to spread into the main library, Exhibition Space and café. This means any event can either be closed or open to the general public.

Room Capacities

Boardroom	Cabaret	Classroom	Horseshoe	Theatre
20	40	20	30	40

Times of availability (and normal library opening hours)

Monday	08:00 – 21:00 (09:00 – 19:00)*
Tuesday	08:00 – 21:00 (09:00 – 19:00)*
Wednesday	08:00 – 21:30 (09:00 – 20:00)*
Thursday	08:00 – 21:00 (09:00 – 19:00)*
Friday	08:00 – 21:00 (09:00 – 19:00)*
Saturday	08:00 – 21:00 (09:00 – 18:00)*
Sunday	10:00 – 21:00 (12:00 – 16:00)*

*A surcharge will apply to bookings outside normal library opening hours. Other hours may also be available. Please contact us for more information.

Equipment

- Air conditioning (dedicated)
- Laptop
- Portable microphone system
- Wi-Fi internet access
- Flip chart
- Marker board
- Projector & screen

To enquire about the **Conference Room** please telephone a member of the Venue Team on **01223 728530** or email **Bookings.CentralLibrary@cambridgeshire.gov.uk**



Seminar Room

The Seminar Room is suited to hosting meetings, interviews, training sessions and presentations. The provision of a fully interactive Smartboard and projector will meet all your IT needs. This room can accommodate up to 20 people, located in a non-public area it is designed for privacy.

Room Capacities

Boardroom	Cabaret	Classroom	Horseshoe	Theatre
16	20	12	18	20

Times of availability (and normal library opening hours)

Monday	08:00 – 21:00 (09:00 – 19:00)*
Tuesday	08:00 – 21:00 (09:00 – 19:00)*
Wednesday	08:00 – 21:30 (09:00 – 20:00)*
Thursday	08:00 – 21:00 (09:00 – 19:00)*
Friday	08:00 – 21:00 (09:00 – 19:00)*
Saturday	08:00 – 21:00 (09:00 – 18:00)*
Sunday	10:00 – 21:00 (12:00 – 16:00)*

*A surcharge will apply to bookings outside normal library opening hours. Other hours may also be available. Please contact us for more information.

Equipment

- Wi-Fi internet access
- Air conditioning (dedicated)
- Marker board
- Smartboard
- Flip chart
- Laptop
- Projector & screen

To enquire about the **Seminar Room** please telephone a member of the Venue Team on **01223 728530** or email **Bookings.CentralLibrary@cambridgeshire.gov.uk**



Interview Rooms

The two Interview Rooms are ideal for smaller meetings, breakout sessions, interviews and other group work. Whether it's just for a quick catch up or to lock yourself away for the whole day, these meeting rooms are comfortable, practical and very affordable.

Room Capacities

Boardroom	Cabaret	Classroom	Horseshoe	Theatre
4	-	-	6	-

Times of availability (and normal library opening hours)

Monday	08:00 – 21:00 (09:00 – 19:00)*
Tuesday	08:00 – 21:00 (09:00 – 19:00)*
Wednesday	08:00 – 21:30 (09:00 – 20:00)*
Thursday	08:00 – 21:00 (09:00 – 19:00)*
Friday	08:00 – 21:00 (09:00 – 19:00)*
Saturday	08:00 – 21:00 (09:00 – 18:00)*
Sunday	10:00 – 21:00 (12:00 – 16:00)*

*A surcharge will apply to bookings outside normal library opening hours. Other hours may also be available. Please contact us for more information.

Equipment

- Wi-Fi internet access
- Flip chart
- Laptop

To enquire about the **Interview Rooms** please telephone a member of the Venue Team on **01223 728530** or email **Bookings.CentralLibrary@cambridgeshire.gov.uk**



Exhibition & Lecture Area

Exhibition Space

The large Exhibition Space is in the public area right next to the vibrant library café; this means that whether you are displaying art, photography or a public exhibition there will always be people around to see it. The Exhibition Space is also available to hire for local art and craft sales.

The dimensions of the space are 6.8m x 10m.

Times of availability

The Exhibition Space is hired for weekly bookings (Monday pm – Monday am). Other times may also be possible, and other areas of the library are also available to hire for exhibiting. Please contact us for further details.

Equipment

- Floor standing display boards
- Table standing display boards
- Wi-Fi internet access

Lecture Area

The Lecture Area is situated on the 3rd Floor in the public space, offering a unique location for up to 100 people. The Lecture Area is only available for hire outside of normal library opening hours, in the evening.

Times of availability

Monday	19:00 – 21:00*
Tuesday	19:00 – 21:00*
Wednesday	20:00 – 21:30*
Thursday	19:00 – 21:00*
Friday	19:00 – 21:00*

Saturday	18:00 – 21:00*
Sunday	16:00 – 21:00*

**A surcharge will apply to bookings outside normal library opening hours. Other hours may also be available. Please contact us for more information.*

To enquire about the **Exhibition Space or Lecture Area** please telephone a member of the Venue Team on **01223 728530** or email **Bookings.CentralLibrary@cambridgeshire.gov.uk**

Other Venues For Hire

Why not consider another Cambridgeshire Library for your next event? Meeting rooms and venue facilities are available in the following libraries, for more information please email your.library@cambridgeshire.gov.uk or phone **0345 045 5225**

1. Chatteris Library

2 Furrowfields Road, Chatteris PE16 6DY
Tel 0345 045 5225 Fax 01353 694549

2. Ely Library

6 The Cloisters, Ely CB7 4ZH
Tel 0345 045 5225 Fax 01353 616164

3. Huntingdon Library & Archives

Princes Street PE29 3PA
Tel 0345 045 5225 Fax 01480 372729

4. March Library

City Rd, March PE15 9LT
Tel 0345 045 5225 Fax 01354 754760

5. Ramsey Library

25 Great Whyte, Ramsey PE26 1HG
Tel 0345 045 5225

6. Soham Library

Clay Street, Soham, Cambs CB7 5HJ
Tel 0345 045 5225

7. Whittlesey Library

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

8. Wisbech Library

5 Ely Place, Wisbech PE13 1EU
Tel 0345 045 5225 Fax 01945 589240



For all booking enquiries at Central Library, Cambridge please call a member of the Venue Team on **01223 728530** or email **CentralLibrary@cambridgeshire.gov.uk**

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