

**Worcestershire County Council
Libraries & Learning Service**

Meeting Room & Library Space Hire – Pricing Matrix

Facilities (equipment used in this room)	Small (less than 6people)	Medium (6-12 people)	Large (12+ people)
Standard (*tables & chairs)	Bronze	Bronze	Silver
Intermediate (*As 'standard' plus flip chart, whiteboard etc)	Silver	Silver	Gold
High (*Projector, electronic smart board, plasma screen, DVD player, WiFi)	Silver	Gold	Gold
Executive – The Hive only (*Very high standard of equipment/very large sized room)	Platinum	Platinum	Platinum

**Equipment availability will vary at each location, please check with venue prior to your event*

Please note: To book rooms or library space at The Hive, email: bookings@thehiveworcester.org

Pricing Matrix	Non-profit making (per hour or part of an hour)	Profit making (per hour or part of an hour)	Libraries Unlocked Non-profit making	Libraries Unlocked Profit making
Bronze	£8.25	£16.50	Free	£8.25
Silver	£11.00	£22.00	Free	£11.00
Gold	£13.75	£27.50	Free	£13.75
Platinum	£22.00	£44.00	Not Applicable	Not Applicable

Hiring library space for display and attendance (where available)

Libraries - £4.00 per hour for non-profit making/£8.25 per hour for profit making

Libraries Unlocked - Free for non-profit making/£4.00 per hour for profit making

The Hive - £8.25 per hour for non-profit making/£16.50 profit making.

Hiring library space, display only (where available)

Libraries - £5.00 per day (flat rate)

Prices exclude Public Liability Insurance - 10% of the hire fee or £2 whichever is the greater.

Activities promoting the work of Libraries & Learning – Free of charge

- Direct costs attributable to the letting to be in addition to the above. Staff costs outside normal working hours of caretaker or other staff is currently charged at the rate of £10.00 per hour. Please check with the Library Manager at the venue if these are payable.
- Commercial organisations using the premises in connection with a profit-making business may be charged an additional fee dependent on the circumstances at the discretion of the Head of Libraries & Learning.
- All activities of commercial organisations and profit-making activities of non-profit making bodies attract the full rate.
- All wishing to hire library premises will be asked to sign and agree to the standard list of terms and conditions.
- A £50 damage waiver deposit may be requested for non-standard activities, e.g. Children's parties.