



Governors' Room



Members' Room



Northern Room



Performance Area

For further advice and booking,
please contact:-

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Linen Hall Library

Function Facilities



Linen Hall Library

Room Hire

Room	Capacity	Price ½ day	Price Full Day or Evening
Governors' Room	Boardroom, 12 seated	£100	£180
Members' Room Only available after 4pm	40 standing	N/A	£200
Northern Room Only available after 4pm	45 standing	N/A	£200
Members' Room & Northern Room Only available after 4pm	85 standing	N/A	£400
Performance Area	90 standing, 80 seated*	£200	£400
Reception Area Evenings only	Book in Advance**	N/A	From £200
NIPC Reading Room	Book in Advance**	N/A	£300

**Up to 90 standing, 80 Seated dependant on room layout (Cabaret Style/Conference Layout available at an additional charge of £100).*

***Dependant on numbers.*

Charitable Rate: 20% Discount on Facility Fee (Charity registration number required to claim discount).

Members' Rate: 10% Discount.

No discount on catering. Prices quoted in Sterling. Please note that all charges are subject to VAT at 20%.

Conditions of Use

1. To secure a booking, a Booking Form must be completed and returned a minimum of 14 days prior to the event.
2. Organisers must adhere to agreed times for setting up and closure of events. The Library reserves the right to refuse any short notice extension of agreed times or, alternatively, to impose additional charges at the appropriate rate.
3. Confirmation of final numbers must be received 48 hours prior to the event. This number will be regarded as the minimum for invoice calculations.
4. Any postponement of an event shall be treated as a cancellation and will incur a charge of 10% room hire.
5. The Linen Hall Library does not accept any responsibility for any items lost, stolen or damaged. All property of the client must be removed from the premises at the end of the event.
6. The organisation booking an event is deemed responsible for the proper conduct of its guests.
7. The Library reserves the right to refuse admission where numbers exceed the maximum allowable for a particular room.
8. Catering charges will normally be for the numbers agreed 48 hours before the event. If larger numbers are in fact catered for, an additional pro rata charge will be made.
9. The Linen Hall Library reserves the right to alter menus where necessary. All food and beverages to be consumed on the premises must be supplied by the Linen Hall Library, unless otherwise agreed.
10. Evening events are charged at full daily rate.