

Keynes Library



Board meeting style: 12 – 15 people seated
Lecture style: 40 people seated
Event/reception style: 40 people



Hire Charges for School of Arts Rooms: Keynes Library, 106 and G10

	AM (9-1)	PM (1-5)	Full day (9-5)	Evening (6-7:30)	Evening (7:30-9)	Full Evening (6-9)	Per Hour
Internal (BBK)	£150	£150	£290	£75	£75	£145	£50
External	£200	£200	£375	£100	£100	£195	£55

Cancellation Policy

Less than 10 days notice:	100% fee
11 to 20 working days notice:	25% fee
More than 20 working days notice:	No charge

AV Facilities

Keynes Library and room 106 have a fixed data projector (for PowerPoint presentations), screen, speakers and lectern. USB sticks, and similar can be used in the fixed PC and DVD/Blu-ray discs can be played from the Blu-ray player.

AV technical support is not offered as standard with the room booking. However, if you would like this for your event please request on booking. The charge for this is £10.58 per hour with a minimum booking of two hours. This must be booked at least two weeks before your event.

Conditions

All bookings must be confirmed in writing.
 Rooms must be vacated at the agreed time.
 Any damage or breakages incurred must be paid for in full.
 No blu-tack to be used in the room.
 The School of Arts cannot accept any responsibility for liability, loss or damages to the hirer's property.

This room is not centrally booked and therefore setting up the room is the **responsibility of the organiser**. The cleaners will empty bins and periodically Hoover, but they do not move furniture so the organiser is also responsible for **leaving the room in the correct layout** (see below). If the room is not left in a tidy fashion with furniture in the standard layout we reserve the right to charge an additional penalty fee, or refuse future bookings.

Please close all windows and the door once your event is finished.

The room has 4 tables (which make up one large boardroom table), surrounded by 12 leather chairs. The tables are 'flip-top' to enable them to more easily be moved to the sides of the room if required. When moving furniture, please LIFT it rather than dragging which will scratch the floor. Drinks and food should not be directly placed on the surface of the tables without a cloth or paper covering.

The standard layout of the room is for the 4 boardroom tables surrounded by the 12 leather chairs to be located in the main part of the room as you enter. Six leather armchairs should be located in the L shaped part of the room, with 12 stacking chairs stacked neatly at the side. If any furniture is

removed from the room it must not be stored in corridors as that constitutes a fire risk, and it must be returned at the end of your event.

Please note that smoking is strictly prohibited within the university buildings.

The Keynes Library hire will follow the same terms and condition as the Birkbeck Room Booking policy. http://www.bbk.ac.uk/roombookings/home-page-content/copy_of_Termsconditions1213.pdf

The Keynes Library belongs to the School of Arts and can be internally booked by:

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