



Discover Nottingham's hidden library



Room hire, photography and filming
INFORMATION AND BOOKING FORM

WHAT WE OFFER

Bromley House Library is a Grade II* listed building in the heart of Nottingham City Centre.

We offer a location for filming, photo shoots, corporate events and room hire. Many of our rooms have outstanding features including our iconic spiral staircase and gallery. We are able to offer evening and weekend hire, as well as occasional hire during our core opening hours.

We are happy to discuss your requirements in detail should they not be met in this form. We would recommend a site visit and meeting to discuss any proposed hire. Please contact Matt Dolman, Development Manager:

matt.dolman@bromleyhouse.org or call **01159 473134**



Gallery & Spiral Staircase



WHAT WE OFFER

Filming & Photography

The Library has provided a backdrop for various documentary makers, BBC features including segments for *Bargain Hunt* and *Great British Railway Journeys*, and has been a location for fashion and lifestyle editorial.

A site visit to view the interiors, discuss the project and look at the spaces available can be arranged. We can offer use of the whole building on a Sunday and in the evening.



Dark Room

Behind the Scenes Private Tour

A behind the scenes tour of the library and its treasures to include access to the library for you and your guests (minimum 10, maximum 30 people). Welcome drinks, followed by a guided tour lasting approximately one hour, and view of special collections not normally on open display. A perfect event to entertain corporate partners or celebrate a significant occasion or birthday.



Edith Ransom Room

Room Hire

We offer room hire for private meetings and functions. We are able to offer a projector & screen in our larger reading room, as well as lapel microphones.



Victor Semmens Room



CHARGES

We can offer 20% discount to other charitable organisations and partners.

Behind the Scenes Private Tour

Available 6pm - 8pm Monday to Saturday.

£24 per person + VAT
£28 per person + VAT
(including glass of wine)

Photography & Filming

Sunday

Whole building hire, full day - 9am to 5pm

£1000 + VAT

Whole building hire, half day (4hrs) between 9am to 5pm

£500 + VAT

Monday to Saturday

Minimum three hour hire, restrictions apply.
Usually 5pm to 10pm hire only.

£80 per hour + VAT

Use of one room for full day
(e.g. use of the Dark Room from 9am - 5pm)

£500 + VAT

Room Hire

Edith Ransom Room

Seating up to 40 people lecture style, including projection facilities, small stage, lectern and microphone

£75 per hour + VAT

Victor Semmens Room

Seating up to 10 people, an intimate space at the top of the library.

£60 per hour + VAT

Neville Hoskins Reading Room

Seating for up to 12 people around the main table, a beautiful room, fine Georgian architectural detail. This room can also serve as a lecture room for up to 30 people.

£65 per hour + VAT

Teas/coffees/soft drinks £3 per head or £4 per head to include selection of biscuits



Location and access

Located in the city centre, overlooking Market Square and the Council House with excellent public transport links, including tram network and bus routes.

Regrettably the library is not wheelchair accessible. Access involves several flights of stairs and we do not have a lift.

For parking and unloading advice see terms and conditions.



"If you have a garden and a library, you have everything you need..."

Marcus Tullius Cicero



Neville Hoskins Reading Room



BOOKING FORM

Event Title: _____ Event Date: _____

Event times: _____

Type of event: _____

Equipment required: Projector / Screen / Lectern / Microphones /Stage _____

Room Layout: _____

Refreshments required: _____

Contact name and Organisation: _____

Invoice address: _____

Contact telephone: _____

Contact email: _____

Total fee: _____

We agree to abide by the terms of the agreement set out below:

Signed _____

Date _____

TERMS AND CONDITIONS:

General

1. Booking will not be confirmed until a signed copy of the agreement has been returned to the Library.
2. Bookings costing £500 or more will require a 20% non-refundable deposit to secure the booking.
3. NO alcohol may be consumed in any part of the premises at ANY point, unless previously agreed.
4. Naked flames are not permitted within any part of the Library premises.
5. No use of books, furniture or chattels without prior permission.
6. No smoking or use of vapes in the building or garden.
7. Bromley House Library holds the right to request approval on all marketing materials.
8. Hirers' Public Liability cover for charitable, voluntary organisations and non-profit groups.

Access to the building

9. There is no vehicle access (except blue badge holders, buses, taxis) permitted on Angel Row between 10.00am and 4.30pm. Unloading/loading allowed 6am to 10.00am and after 4.30pm. Restrictions apply after 4.30pm
10. There is no parking available at the library.
11. We regret that, other than guide dogs, hearing dogs and other assistance dogs, no pets or other animals are allowed in The Library without prior consent.

Cancellations

12. Bromley House Library reserves the right to withhold the full booking fee in the event of cancellation. If this contract is terminated or cancelled by the Hirer in writing at any time prior to the day of the event the following will be charged.

Cancellation Charges

13. More than 2 months' (but less than 3 months') 10% of venue fee
More than 1 month (but less than 2 month's) 15% of venue fee
Less than 1 months' notice 20% of venue fee
14. If, due to events beyond our control, we must cancel the booking, a full refund will be given.

Damage

15. The client is responsible to Bromley House Library for any damage caused by any act, default or neglect of the client, subcontract, employee or guest of the client and shall pay Bromley House Library on demand the amount required to make good or remedy any such damage.

Limitation of our liability to you

16. In no event will Bromley House Library's liability for any loss or damage in contract or part (including negligence) or however otherwise, exceed the total amount paid by the client for the function.

HOW TO FIND US



Bromley House Library

Angel Row, Nottingham NG1 6HL

Telephone: 0115 947 3134 **Email:** enquiries@bromleyhouse.org **www:** bromleyhouse.org



@BromleyHouse



@BromleyHouseLib



@BromleyHouseLib

Opening Hours

Monday Tuesday, Thursday & Friday 9.30am - 5pm

Wednesday 9.30am - 7pm

Saturday: 9.30am – 4pm

Please note that our opening hours may vary during Bank Holiday periods and other times as necessary.
Please check our website or social media for news updates.



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