

# Jubilee Library Conference Rooms





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# Why choose us?

The Jubilee Library Conference Centre is

- Exceptionally versatile
- Eco-friendly
- Fully accessible
- Centrally located in Brighton's arts, culture and shopping quarter
- Just a 5-minute walk to/from Brighton Station

All rooms are equipped to suit the needs of any business meeting, training workshop or event.



# Conference Hall

By combining conference rooms 1 and 2, we can create a big open space for up to 70 people.

- 40 attendees in boardroom style seating
- 50 attendees in cabaret style seating
- 70 attendees in theatre style seating

## In this space, we provide:

- Presentation screen with PC and HDMI/VGA laptop connection
- Wi-Fi
- Audio and PA System
- Flipchart
- Air Conditioning

## And upon request, we can also provide:

- Meeting Owl Hybrid 360° video conferencing device
- DVD/Blu-ray Player



# Conference Room 1

A light and versatile room for up to 30 people.

- 20 attendees in boardroom and cabaret style seating
- 30 attendees in theatre style seating

## In this space, we provide:

- Presentation screen with PC and HDMI/VGA laptop connection
- Wi-Fi
- Flipchart
- Air Conditioning

## And upon request, we can also provide:

- Meeting Owl Hybrid 360° video conferencing device
- DVD/Blu-ray Player



# Conference Room 2

A light, larger room, for up to 40 people.

- 25 attendees in boardroom style seating
- 30 attendees in cabaret style seating
- 40 attendees in theatre style seating

## In this space, we provide:

- Presentation screen with PC and HDMI/VGA laptop connection
- Wi-Fi
- Audio System
- Flipchart
- Air Conditioning

## And upon request, we can also provide:

- Meeting Owl Hybrid 360° video conferencing device
- DVD/Blu-ray Player



# Conference Room 3

A room with a view over Jubilee Square, for up to 30 people.

- 25 attendees in boardroom style seating
- 30 attendees in theatre and cabaret style seating

## In this space, we provide:

- Presentation screen with HDMI/VGA laptop connection
- Wi-Fi
- Flip chart
- Air conditioning

## And upon request, we can also provide:

- Meeting Owl Hybrid 360° video conferencing device
- DVD/Blu-ray Player



# Small Board Room

A room for small scale meetings and perfect for interviews.

- 6 attendees in boardroom style seating

## **In this space, we provide:**

- Presentation Screen with HDMI laptop connection
- Wi-Fi
- Flip chart

## **And upon request, we can also provide:**

- Meeting Owl Hybrid 360° video conferencing device



# 121 Room

A small room located on the first floor, great for private 1-on-1 meetings or interviews, available to hire by the hour or for a full day.

- 2 attendees with table and chairs
- Max. attendees 4 with table and chairs

**In this space, we provide:**

- Flip chart
- Wi-Fi



# Rare Books Room

A spacious room located on the first floor for up to 20 people. 20 attendees in boardroom style seating

- 16 attendees in cabaret style seating

## **In this space, we provide:**

- Presentation screen with PC and laptop connection
- Wi-Fi
- Audio and PA System
- Flipchart
- Air Conditioning

## **And upon request, we can also provide:**

- DVD/Blu-ray Player
- Meeting Owl Hybrid 360° video conferencing device



# Business & IP Centre Networking Space

The Business & Intellectual Property Centre is located on the first floor of the library.

Max number of attendees: 30

Features:

- Flexible tables
- Meeting pods (ideal breakout rooms – see next page)
- Air con



# Business & IP Centre Pods

Located in the Networking space, these pods are perfect for breakout spaces or 121 meetings.

## Small Pod

Capacity: Max: 2

Features: Air con, Adjustable lighting levels, Face to face seating



## Large Pod:

Capacity: Max: 6

Features: TV Screen, Air con, Adjustable lighting levels



Note - these are not soundproof

# Business & IP Centre Workshop Space

A modern, vibrant space within the BIPC for up to 32 people\*. The following capacities are excluding the static furniture:

- 8 attendees in a classroom Style Seating
- 16 attendees in theatre style seating
- 25 attendees in boardroom style seating
- 12 attendees in cabaret style seating

## In this space, we provide:

- Customisable Air con
- Large TV monitor with HDMI cable
- 7 PCs which can be hidden inside the table if the table is required

## And upon request, we can also provide:

- Meeting Owl Hybrid 360° video conferencing device
- DVD/Blu-ray Player

## Static furniture:

- Wall Sofa (seats 8)
- Computer table (seats 7)

\*Including static furniture



# Price List April 2026- March 2027

All prices are exclusive of VAT

Room	Standard Full Day (9am to 5pm/7pm)	Standard Half Day (9am to 12:30pm or 1:30pm to 5pm/7pm)	Discount* Full Day (9am to 5pm/7pm)	Discount* Half Day (9am to 12:30pm or 1:30pm to 5pm/7pm)
Conference Hall (combined conference rooms 1 and 2)	£680	£115	£560	£95
Conference Room 1	£340	£55	£270	£44
Conference Room 2	£380	£68	£310	£57
Conference Room 3	£340	£55	£270	£44
Small Board Room	£180	£23 per hour; min 1 hr	£150	£18 per hour; min 1 hr
Rare Books Room (Limited Availability)	£253	£42	£206	£29
121 Room	£115 for full day	£21 per hour	£63 for full day	£17 per hour
BIPC Workshop Space & Networking Area	£440	£280	£350	£200
BIPC Workshop Space	£220	£140	£175	£100
BIPC Networking Area	£220	£140	£175	£100
BIPC Large Pod	£80	£20	£65	£13
BIPC Small Pod	£55	£12	£45	£10

\*The discounted rate is applicable for any registered non-profit. If you are unsure of your eligibility, please contact us.

# Additional costs

## Out of Hours Hire:

Rooms can be booked for evening hire beyond the normal closing time of the library.

The cost of this is the usual hire charge for the room plus additional charges for security at a rate of £150 per hour (£130 discounted) and for stewarding at £20 per hour per Steward (one steward for every 50 delegates), both excluding VAT.

## Refreshments:

- Coffee, Tea , Coffee & Biscuits - £2.50 +VAT per person per serving.
- Filter Coffee, Tea & Biscuits - £3.55 +VAT per person per serving (not available after 4.00pm and at weekends).

**Catering:** Our preferred caterer is Café Domenica please contact [catering@teamdomenica.com](mailto:catering@teamdomenica.com) and reference Jubilee Library.

External catering is also allowed.



# Information for Customers

## Jubilee Library opening times\*:

Monday	10am – 5pm
Tuesday	10am – 7pm
Wednesday	10am – 5pm
Thursday	10am – 7pm
Friday	10am – 5pm
Saturday	10am – 5pm
Sunday	11am – 2pm

If you are arriving before the building opens to the public, a member of our team will let you in via the front entrance at the time stated on your booking form. Please ring the conferencing doorbell (pictured right) if no one is at the door when you arrive.

When you arrive, please pick up your key at the Booklover Store Till (pictured bottom right)



Earliest door entry (including trainers/organisers) is:

8:45am Monday to Friday

9.15am on Saturdays

10.45am on Sundays

Delegate entry is not possible in the last 10 minutes before Jubilee Library

opens to the public. There is no admission between:

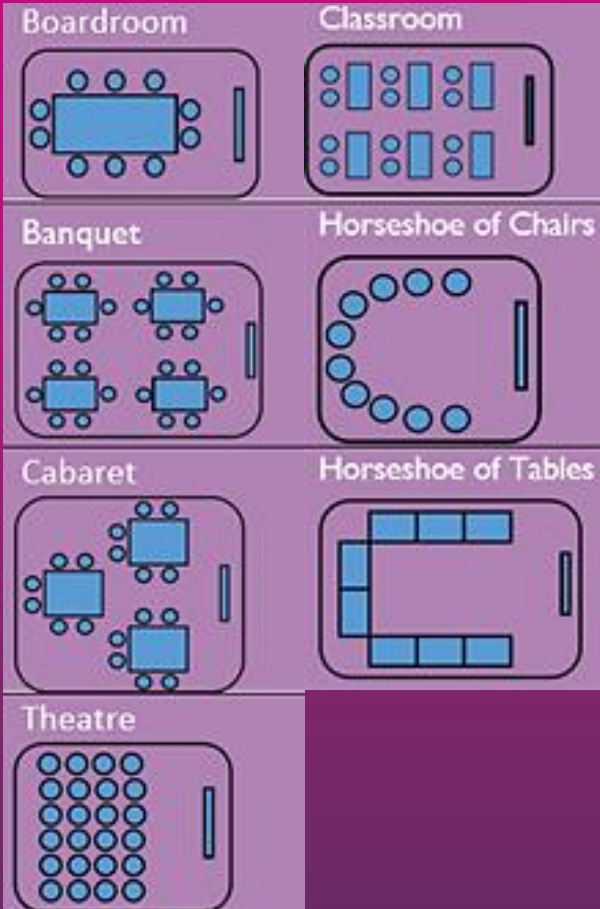
9.50am - 10.00am Monday to Saturday

10.50am - 11.00am on Sunday

\*See information about out of hours hire on the previous page.



# Layouts:



# Dimensions:

## Mezzanine floor

Conference Room 1:  
10.6m x 5m, area: 53.5m<sup>2</sup>

Conference Room 2:  
8.8m x 7m, area: 61.6m<sup>2</sup>

The Conference Hall is made up by combining conference rooms 1 and 2 by opening the divide

## 1<sup>st</sup> Floor

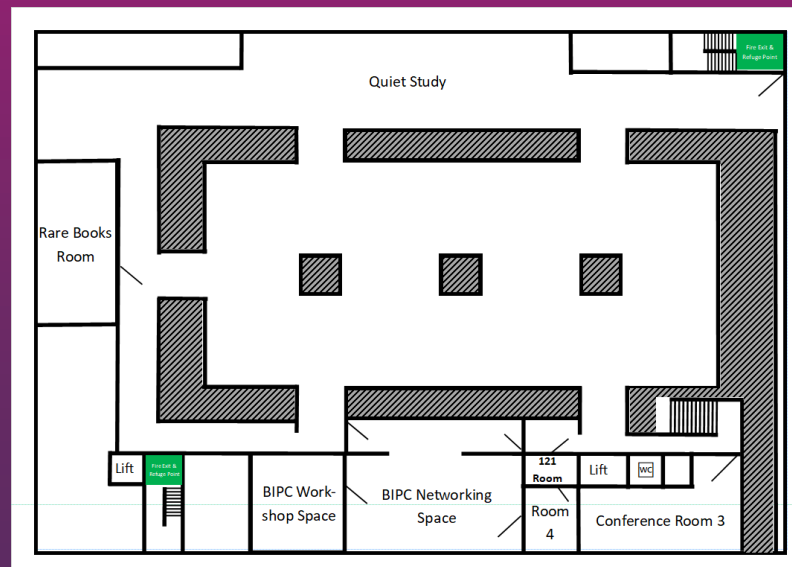
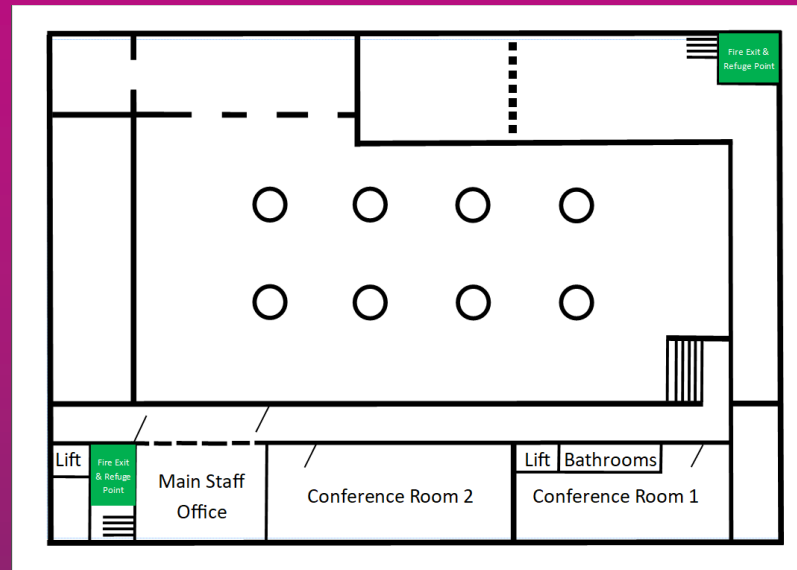
Conference Room 3:  
0.2m x 4.2m, area: 42.8m<sup>2</sup>

Conference Room 4:  
4.2m x 2.6m, area: 10.9m<sup>2</sup>

The 121 room:  
2m x 3m, area: 6m<sup>2</sup>

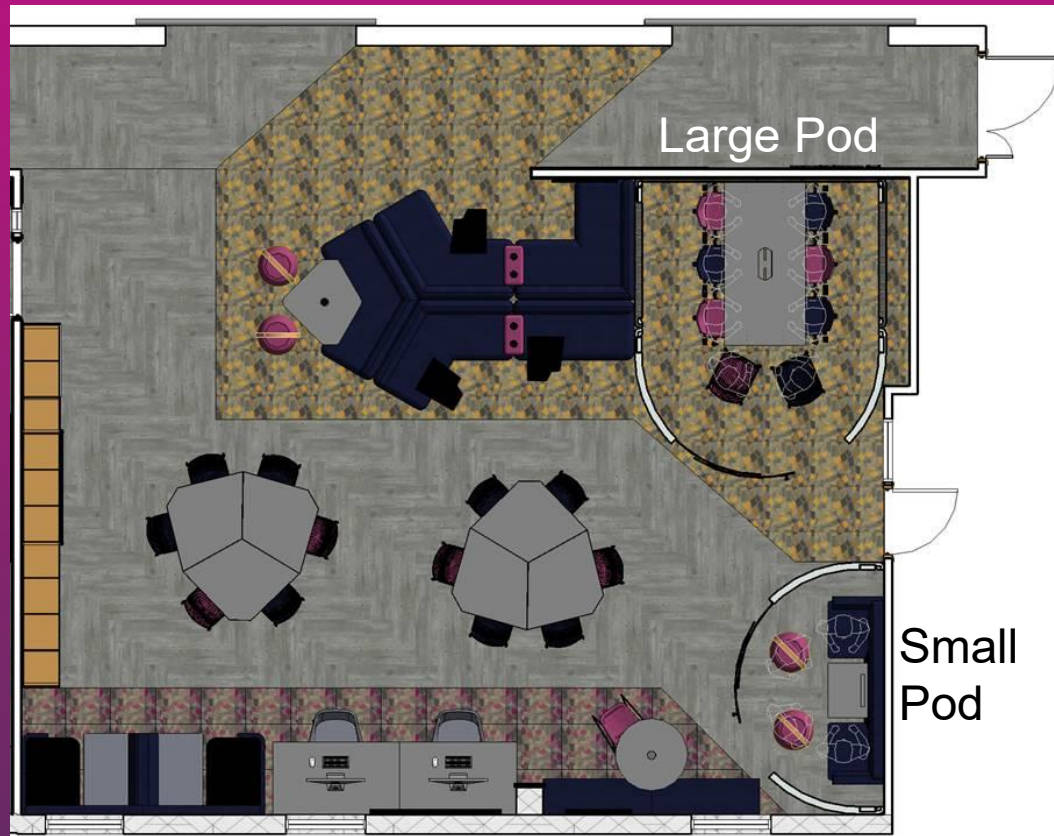
BIPC Networking Space: 72 m<sup>2</sup>

BIPC Workshop Space: 54 m<sup>2</sup>



# BIPC standard Layouts:

Networking Space



Workshop Space



# Terms & Conditions

## Room Hire: Conferences Setup And Dismantling

All rooms must be vacated when the library closes unless additional hours have been booked (see Price list for details).

Hirers will be held liable for loss of or damage to Library furniture and equipment during their hire including room keys. The library service is not responsible for personal belongings and equipment left in the rooms if doors are unlocked. If you would like to securely store items in the room, please speak to the team.

Your conference room will be set up as indicated on the booking form. If you make changes to the number of attendees or layout, please discuss this with the team to ensure your required layout can be accommodated in the room.

(Please note that the Bookings Team do not work at weekends and it is advisable to give at least 48 hours' notice of any amendments to a booking.)

## Cancellation Policy

- If more than 2 weeks' notice is given, you will not be charged.
- If less than 2 weeks' notice is given, there will be a 20% charge.
- If less than 3 working days' notice is given; the full hire fee will be charged.
- If the Library Service must cancel the room booking for any reason out of their control including emergency building works, a full refund will be given.
- Refreshments will not be charged for except where no notice is given, and these have been laid out by our team.
- Cancellation fees for out of hours hire and stewarding will be charged in line with room hire.

## Other Hiring Conditions

No person using Brighton and Hove City Council facilities should express or promote extreme ideological, religious, or political views.

Brighton and Hove City Council will not allow the use of its facilities to any group or organisation proscribed by HM Government.

The Bookings Team and Library Service are not responsible for the marketing of your event.

Due to licencing restriction hirers are not allowed to watch live television or live streaming but may play music.

Please do not tack or pin materials directly to the walls. In the main Conference rooms please use wooden strip, in the BIPC Workshop please use the magnetic strip provided.

The hirer must follow Library by laws. These can be viewed on the library website [www.citylibraries.info](http://www.citylibraries.info)

## Health and Safety

For your own health and safety please take care when moving any furniture or equipment without the Teams assistance.

Hirers should not block any library doorway or passageway or obscure any equipment or signage relating evacuation.

## Privacy Notice

The Council is the data controller for purposes of the Data Protection Act (2018) and EU General Data Protection Regulation as of May 2018 and is registered as a data controller with the Information Commissioner's Office (ICO)

Brighton & Hove City Council are committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.



## **Purposes & Lawful Basis of Processing**

We are collecting your data for the purpose of booking room for hire. Your information may also be used for communication purposes in relation to the booking. Our lawful basis for processing is performance of a contract.

## **Who We Will Share Your Data With**

Your data will be shared with the finance department.

## **How Long We Will Hold Your Data (Retention)**

We will hold your data for seven years.

## **Transferring Data Outside the European Economic Area**

Your information is not processed outside of the European Economic Area.

## **Your Information Rights**

Under GDPR you have certain rights concerning your information.

For further information on your rights visit <https://www.brighton-hove.gov.uk/privacy>

## **Further information**

If you would like to discuss this further, please contact our Information Governance Team on 01273 295959 or [data.protection@brighton-hove.gov.uk](mailto:data.protection@brighton-hove.gov.uk)

The council also has a Data Protection Officer, who can be contacted via <https://www.brighton-hove.gov.uk/dpo>

You can also contact the ICO for further information or to make a complaint:

## **Information Commissioner's Office**

Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

<https://ico.org.uk/global/contact-us/email/>

<https://ico.org.uk/make-a-complaint>

# Nearby Parking

There is no on-site parking at Jubilee Library. Please see information on nearby parking below.

## Our closest carpark is:

NCP  
Theatre  
16 Church St  
Brighton and Hove  
BN1 1US

## The cheapest close carpark is:

APCOA Parking (UK) Limited  
Brighton Station  
Queens Road  
Brighton and Hove  
BN1 3XP

Check [parkopedia brighton](https://www.parkopedia.co.uk/brighton) for prices and map information.

# Disabled Parking



- 1: 3 bays, 3-hour restriction (no return within 1 hour)
- 2: 4 disabled spaces, unrestricted
- 3: 3 bays, 3-hour restriction (no return within 1 hour)
- 4: 1 marked disabled bay, Parking available from 9am – 8pm

# Photo/video permission

If you wish to take videos and photos within the public spaces of the library, you will need to contact us to receive the agreement for photography/filming/recording which needs filling out and signing prior to the event.

See below the terms and conditions as stated on the agreement.

- Terms and Conditions
- Permission should be sought from any individual being filmed/photographed \*an additional form and permissions must be completed for under 16's
- The photographs/film will be used only in the above-mentioned publication/production, and promotion directly for it. They will not be used out of context, within other publications/productions, re-used, lent or sold.
- (fill in location library) Brighton will be credited as a location.
- All artists and crew will comply with the Filming and Photography Conditions.
- A copy of the publication/programme and copies of all transparencies/photographs taken will be supplied to Business Team, Jubilee Library Jubilee Street, Brighton BN1 1GE
- Any damage will be made good at the cost of the company/photographer/director who will also supply, in advance of the shoot, evidence of adequate Public Liability Insurance cover.
- Should extra time be required, Jubilee Library will charge an over-run fee
- Cancellation fees:
- Cancellation in writing more than 48 hours prior to the start of the shoot: £50 administration fee, plus charges for any specialist expertise used.
- Cancellation with less than 48 hours-notice: 75% of agreed fee for entire filming project.

# Contact us

 – 01273 292872

 – [JubileeLibraryConferenceBookings@brighton-hove.gov.uk](mailto:JubileeLibraryConferenceBookings@brighton-hove.gov.uk)