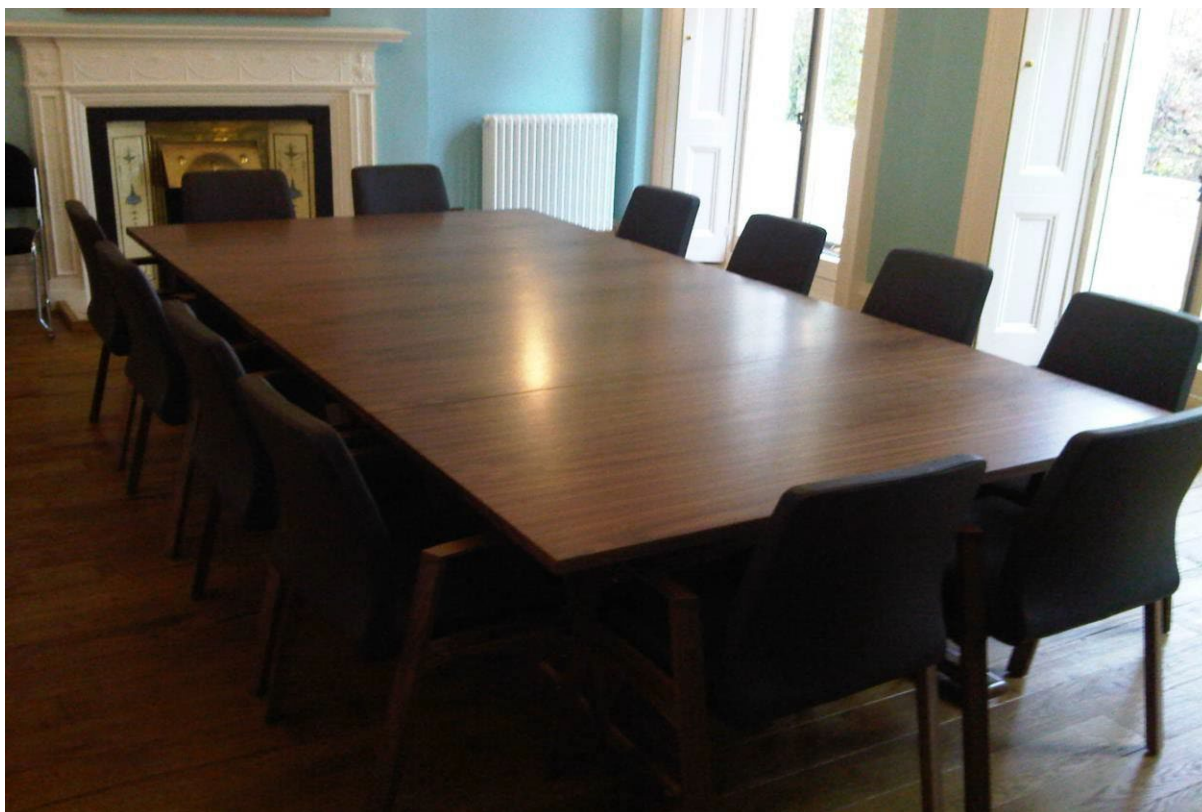


Keynes Library



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



Hire Charges for – Keynes Library

	Half Day (9am – 1pm OR 1pm- 5pm)	Full day AM (9am-5pm)	Evening sessions (6pm-7:30pm OR 7:30pm – 9pm)	Full Evening (6pm – 9pm)	Per hour rate up to 2 hours
Internal (BBK)	£175	£350	£75	£145	£50
External	£250	£450	£110	£200	£55

Health and Safety Measures

Further to Birkbeck Estates and Health and Safety meeting, please see below the agreed measures to ensure the safety of our staff, students and visitors.

Event organisers will be required to:

- Complete a risk assessment where appropriate.
- Give an induction at the beginning of the event to tell delegates where the fire exits are, and the closest toilets to limit attendees wandering around.
- Use the provided sanitising wipes for spot cleaning.

Please note event organisers should be present for the whole event to ensure attendees comply with Birkbeck Health and Safety requirements.

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 has 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 will be confirmed upon request. Please note AV must be booked with a minimum booking of two hours and must be booked at least two weeks before your event.

Conditions

- All bookings must be confirmed in writing.
- **Porter services/cleaning/extra tables/chairs is not offered as standard with room booking.** However, if you would like this for your event, please request on booking. The charge for this is £16.31 per hour/per person. Please note this must be booked with a minimum booking of two hours and must be booked at least two weeks before your event.
- Rooms must be vacated 5 minutes prior to the allocated time – *please use wipes available for spot cleaning.*

- Any damage or breakages incurred must be paid for in full.
- No blu-tack to be used in the room.
- The Faculty cannot accept any responsibility for liability, loss or damages to the hirer's property.
- **Please close all windows and the door once your event is finished.**

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 of £50, or refuse future bookings.

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. <https://www.bbk.ac.uk/downloads/room-bookings/booking-terms-and-conditions.pdf>

The Keynes Library belongs to the FHSS Faculty and can be internally booked by:

- For meetings and non-research related events: fhss-office@bbk.ac.uk
- For research events: Tobeche Egole (t.egole@bbk.ac.uk)
- For PGR related event: fhss-pgr@bbk.ac.uk