



FOUNDED 1768

The Leeds Library

18 COMMERCIAL STREET LEEDS LS1 6AL

tel. no: 0113 2453071; fax no: 0113 2451191

email: enquiries@theleedslibrary.org.uk

website: www.theleedslibrary.org.uk

Application for room hire or group tour

Please fill out the form below and return to the Library. We will be in touch within 2 weeks.

Contact name:					Membership number (if applicable):	
Organisation or company name:					Registered charity number (if applicable):	
Address:						
Email:						
Telephone:						
Date required:					Time(s) required:	
Event summary:	Lecture	Tour	Meeting	Performance	Book Launch	Filming
	Wedding	Training seminar	Photo shoot	Other (give details)		
Number of attendees:						
Additional requirements:						

ROOM HIRE COSTS FOR THE LEEDS LIBRARY		
	Corporate / Commercial or Non-Member	Charity / Affiliate or Member
Charge Per Room Per Hour	£80 per hour	£40 per hour
Minimum Booking Period	3 hours	3 hours
Half Day (no more than 5 hours) – Whole Building	£500	£250
Full Day (no more than 10 hours) – Whole Building	£1000	£500

Tours are charged at £80/£40 for an hour-long tour (maximum of 15 people).

Events requiring access before 8am or after 10pm may incur additional charges.

Refreshments: Tea, coffee and biscuits can be supplied at £2 a head.

The Library is unable to offer additional catering facilities.

Wedding fees will be discussed on application; however minimum fee will be £500.