

Room Hire at The Leeds Library

Founded 1768



The Boardroom

£100 inc. VAT per hour

Wifi

43" smart TV

Lift access

Accessible doors

Accessible toilets on same floor

Capacity: 12

Event Space

£150 inc. VAT per hour

Wifi

Projector, screen & lectern

Lift access

Accessible doors

Accessible toilets on same floor

Capacity: 90 (audience-style)

Additional charges apply outside library opening hours

The Old Office

Prices on request

A heritage space

Private room

Wifi

Meeting table

Capacity: 10

Reading Room

£250 inc. VAT per hour

A heritage space

Private room

Wifi

Meeting tables

Capacity: 30

The New Room

£300 inc. VAT per hour

A heritage space

Private room

Wifi

Meeting tables

Capacity: 90 (audience style)



Boardroom



The Event Space



The Old Office



Reading Room



The New Room

The Leeds Library is the oldest membership subscription library of its kind in the UK and the oldest cultural organisation in Leeds. Founded in 1768, our stunning Grade II* listed building is a rare surviving example of a Georgian library.

The library was made accessible (with accessible bathrooms) in 2025.

Whether you are seeking a space for a small meeting, a talk, book launch, away day, or even a private tour of the library, the Leeds Library is a stunning and memorable venue.

The Leeds Library is available for evening hire for a range of business and corporate events, including networking, dinners, receptions, awards, presentations, launches and celebrations.

To speak to a member of the team about hiring the Library, please call 0113 2453071 or email enquiries@theleedslibrary.org.uk

Equipment

The library has the following equipment available for use, included in the room hire fees:

Free Wi-Fi Projector Speakers
Lectern Screen Camera
Microphones

Refreshments

Coffee Bar (self service)

Tea and coffee and biscuits £5 per head
Tea, coffee, juice and pastries £8 per head

Drinks per glass:

Prosecco £7 per glass
Red or white wine £7 per glass
Orange or apple juice £3 per glass
Bottled beer/cider (330ml) £5 per bottle

Licensed Bar

Cost: £50 per hour

The Library can provide a staffed bar facility until 9.30pm for events with over 30 attendees.
(Venue to be fully vacated by 10pm)

Events kitchen

As part of the Next Chapter extension the Library will have an events kitchen that can be hired alongside your event for catering purposes.

Cost £20 per hour (to cover utilities and use of equipment)

A full inventory of available equipment can be requested from enquiries@theleedslibrary.org.uk

Civil Ceremonies

Getting married, renewing your vows, or want to hold a naming ceremony?

The Library is licensed to host civil ceremonies for up to 80 guests in the New Room.

If you would like more information, please [click here](#) to visit our website or contact us direct at enquiries@theleedslibrary.org.uk.

Private tour

Cost: £100

A 1 hour private guided tour of the Library and its collections for up to 15 people.

Outside caterers who have previously worked with The Leeds Library include:

Cream catering: www.creamcateringleeds.com

Billberrybee: www.billberrybee.co.uk

Terms and Conditions

General

- All prices are inclusive of VAT.
- An enquiry form should be submitted to the Library for consideration and a quote.
- A non-refundable deposit of 25% of the hire fee will be required to secure all bookings.
- Events taking place outside of standard Library opening hours will incur a £15 per hour levy to cover staffing. Larger events may require 2 members of staff and are charged at £30 per hour.
- Events that run after 10pm will be charged at time and a half of the room hire fee.
- NO alcohol may be consumed in any part of the premises at ANY point, unless previously agreed.
- The maximum number of guests that can be seated in the library has been specified above. If attendee numbers exceed this, the library reserves the right to turn away additional attendees.
- Naked flames are not permitted within any part of the library premises.
- The Leeds Library holds the right to request approval for all marketing materials.
- All events must be approved by the Library. The Leeds Library reserves the right to refuse any bookings which are not in line with our organisational values
- Any tech set up and control is the responsibility of the person hiring the space. The Library is unable to provide a member of staff to do this for you.



Associates rates

- A 50% discount on room hire will be offered for Library members.
- A 50 % discount will be considered for charity or affiliates.

Access to the building

- A full access statement is available on our website.
- There is no vehicle access permitted to Commercial Street between 10.30am and 7pm. Pedestrian access only. Vehicles may access the precinct to drop off/pick up only, there is no parking available at the library.
- We regret that other than assistance dogs, no pets or other animals are allowed in the Library without prior consent.

Cancellations

- The Leeds 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.

Period of notice before commencement of hire period	Cancellation charge
More than 3 months' notice	£50
More than 2 months' (but less than 3 months')	50% of venue fee
More than 1 month (but less than 2 months')	75% of venue fee
Less than 1 month notice	100% of venue fee

If, due to events beyond our control, we must cancel the booking, a full refund will be given.

Damages

- The client is responsible to The Leeds Library caused by any act, default or neglect of the client, subcontract, employee or guest of the client and shall pay The Leeds Library on demand the amount required to make good or remedy any such damage.
- The Library reserves the right to charge an additional clean-up fee of £50 for any events that leave the Library in what we deem as an excessive mess.
- We reserve the right to recover any cleaning costs for excess mess left by the hirer.

Limitation of our liability to you

- In no event will The Leeds 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.



QR code to
website

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email:enquiries@theleedslibrary.org.uk

Tel: 0113 2453071

www.theleedslibrary.org.uk

