



## **Hire of Inspire Premises 2025-26 – valid 1<sup>st</sup> April 2025**

### **Large Venues**

- **Mansfield Central Library**
- **West Bridgford Library**
- **Worksop Library**
- **Beeston Library**
- **Newark Buttermarket**

### **Library Meeting Rooms**

### **Nottinghamshire Archives**

### **Consumables**

### **Hire of Library Buildings**

### **Hire of Gallery and Exhibition Spaces**

## Hire of Inspire Premises - Large Venues

### Mansfield Central Library

Room	2025-26
The Auditorium	<b>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm:</b> Large commercial: £400 Commercial: £315 Community groups and non-profit: £225 <b>Evening rate Sat/Sun 5.30 – 10pm:</b> Large commercial: £550 Commercial: £440 Community groups and non-profit: £335 <b>Hourly rate (max 4 hours):</b> Large commercial: £73 Commercial: £58 Community groups and non-profit: £35
The Meeting Place	<b>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm:</b> Large commercial: £215 Commercial: £170 Community groups and non-profit: £110 <b>Evening rate Sat/Sun 5.30 – 10pm:</b> N/A - Please contact <a href="#">Ask Inspire</a> to hire in conjunction with another library space <b>Hourly rate (max 4 hours):</b> Large commercial: £49 Commercial: £39 Community groups and non-profit: £22
Studio Floor	<b>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm:</b> Large commercial: £345 Commercial: £275 Community groups and non-profit: £190 <b>Evening rate Sat/Sun 5.30 – 10pm:</b> Large commercial: £450 Commercial: £357 Community groups and non-profit: £305 <b>Hourly rate (max 4 hours):</b> Commercial: £41 Community groups and non-profit: £29
Green Room	<b>Hourly rate</b> Large commercial: £36 Commercial: £28.50 Community groups and non-profit: £17
The Box	<b>Hourly rate</b> Large commercial: £36 Commercial: £28.50 Community groups and non-profit: £17
The Discovery Room	<b>Evening rate (Mon-Fri) 5.30 – 10pm</b> Large commercial: £290 Commercial: £230 Community groups and non-profit: £147 <b>Hourly rate Sat / Sun</b> Large commercial: £93 Commercial £74 Community groups and non-profit: £45

	Evening rate Sat/Sun 5.30 – 10pm: N/A - Please contact <a href="#">Ask Inspire</a> to hire in conjunction with another library space
Hire per hour pre 5.30pm for evening events before library closing time Mon - Fri	£14
Hire per hour for evening events between library closing time and 5.30 pm Sat-Sun	£54
Hire per hour or part hour for evening events after 10pm weekdays	£36
Hire per hour or part hour for evening events after 10pm Sat-Sun	£54

For all meeting room hire outside of library opening hours, a minimum surcharge of £40 may be applied to cover caretaking and staff costs.

### West Bridgford Library

Room	Hourly Charge 2025-26
Cedar and Pine Community Meeting rooms	Large commercial: £54 Commercial: £43 Community groups and non-profit: £24

For meeting room hire outside of library opening hours, a minimum surcharge of £40 may be applied to cover caretaking and staff costs.

### Worksop Library

Room	Hourly Charge 2025-26
Conference Suite	Large commercial: £42 Commercial: £33.50 Community groups and non-profit: £17
Clumber / Thoresby	Large commercial: £29 Commercial: £23 Community groups and non-profit: £11.50
Welbeck	Large commercial: £42 Commercial: £33.50 Community groups and non-profit: £17
Manvers	Large commercial: £29 Commercial: £23 Community groups and non-profit: £11.50

### Beeston Library

Room	Hourly Charge 2025-26
Meeting Room 1	Large commercial: £49 Commercial: £39 Community Groups and non-profit: £23
Meeting Room 2	Large commercial: £35 Commercial: £28 Community groups and non-profit: £14
Meeting Room 3	Large commercial: £21.50 Commercial: £17 Community groups and non-profit: £8.50
Discovery Room	Large commercial: £49 Commercial: £39 Community Groups and non-profit: £23
Meeting Room 4	Large commercial: £17.50 Commercial: £14 Community groups and non-profit: £7
Art Room	Large commercial: £49 Commercial: £39 Community Groups and non-profit: £23

For all meeting room hire outside of normal library opening hours, a minimum surcharge of £40 may be applied to cover caretaking and staff costs.

## Newark Buttermarket

Room	Hourly Charge 2025-26
Meeting Room 1	Commercial: £30 Community Groups and non-profit: £15
Meeting Room 2	Commercial: £20 Community groups and non-profit: £10
Meeting Room 3	Commercial: £10 Community groups and non-profit: £5
Meeting Room 4	Commercial: £7.50 Community groups and non-profit: £3.75

For all meeting room hire outside of venue opening hours, a minimum surcharge of £40 may be applied to cover caretaking and staff costs.

## Library Meeting Rooms

Library	Hourly Charge 2025-26
Bingham Eastwood Edwinstowe Kirkby-in-Ashfield Mansfield Woodhouse Newark Ollerton Stapleford	Large commercial: £29 Commercial: £23 Community groups and non-profit: £11.50
<b>Arnold</b> Meeting Room 1	Large commercial: £29 Commercial: £23 Community groups and non-profit: £11.50
Meeting Room 2	Large commercial: £25 Commercial: £20 Community groups and non-profit: £9.50
Meeting Room 3	Large commercial: £17.50 Commercial £14 Community groups and non-profit: £7
<b>Hucknall</b> Meeting Room (Upstairs)	Large commercial: £29 Commercial: £23 Community groups and non-profit: £11.50
Meeting Space (Downstairs, open plan meeting space with moveable partition screens)	Large commercial: £29 Commercial: £23 Community groups and non-profit: £11.50

<b>Retford</b> Upstairs Meeting Room	Large commercial: £29 Commercial £23 Community groups, NCC and non-profit £11.50
	Downstairs Meeting Room Large commercial: £29 Commercial £23 Community groups, NCC and non-profit £11.50
<b>Southwell</b> Meeting Room	Large commercial: £29 Commercial: £23 Community groups and non-profit: £11.50
	Upstairs Meeting Room Large commercial: £21.50 Commercial: £17 Community groups and non-profit: £8.50
	Art Room Large commercial: £21.50 Commercial: £17 Community groups and non-profit: £8.50
	Interview Room Large commercial: £17.50 Commercial: £14 Community groups and non-profit: £7
<b>Sutton in Ashfield</b> Main meeting room	Large commercial: £29 Commercial: £23 Community groups, NCC and non-profit: £11.50
	Small meeting room Large commercial: £17.50 Commercial: £14 Community groups, NCC and non-profit: £7
<b>Nottinghamshire Archives</b> Meeting Room	Commercial: £18 Community groups, NCC and non-profit: £9
	Meeting room hire charges outside of building opening hours by negotiation.

For all meeting room hire outside of library/venue opening hours, a minimum surcharge of £40 may be applied to cover caretaking and staff costs.

### Hire of Library Buildings

Some library buildings are available for hire when they are closed to the public. Hire rates per hour for these are as follows:

Library	2025-26
Southwell Library	Hourly rate: Large commercial: £44 Commercial: £35 Community groups and non-profit: £17.50 Kitchen £8 per session

Other library buildings subject to facilities, space, staffing and keyholding	Large commercial: £31 Commercial: £25 Community groups and non-profit: £12.50
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For all meeting room hire outside of library opening hours, a minimum surcharge of £40 may be applied to cover caretaking and staff costs. Room hire charges are subject to VAT where applicable.

## Consumables

To be charged for if required for sole use by an organisation

Item	2025-26
Flip chart paper	£5 per pad
Box of pens	£5 per set

## Hire of Gallery and Exhibition Spaces

### Gallery Spaces

Library/venue	2025-26
Arnold	Six weeks full gallery hire - £60; Community groups and non-profit £30  Three weeks full gallery hire - £40; Community groups and non-profit £20  Shared gallery hire – shared exhibition – negotiated rates
Beeston	Six weeks full gallery hire - £165 Community groups and non-profit £85 Three weeks full gallery hire - £95; Community groups and non-profit £50 Display Cabinet hire - £10 per week (applications for cabinet hire will be considered as part of the shared gallery hire process) Shared gallery hire – shared exhibition – negotiated rates
Mansfield Central	Six weeks full gallery hire - £150; non-profit £75 Three weeks full gallery hire - £85; non-profit £45 Shared gallery hire – shared exhibition – negotiated rates  Display Cabinet hire - £10 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)
Nottinghamshire Archives	Three weeks - £40; non-profit £20 Six weeks - £60; non-profit £30 Shared hire subject to negotiation
West Bridgford	Six weeks full gallery hire - £240; non-profit £110  Three weeks full gallery hire - £135; non-profit £70

	<p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £10 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>
Worksop	<p>Six weeks full gallery hire - £150: non-profit £75</p> <p>Three weeks full gallery hire - £85: non-profit £45</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>