

Oxfordshire Libraries Room Hire Directory




February 2024

How to book a room in Oxfordshire Libraries

To book a space, please complete a [Room Hire Enquiry Form](#). The library will respond with confirm the category of use and associated charge, whether a space is available for the capacity and dates you require and you will be asked to complete a Room Hire Agreement Form.

By submitting the completed form you ensure observance by persons using the premises of Oxfordshire Libraries [terms and conditions](#).

Meeting room charges and categories for Commercial Use

 Conference room (21 + people, unless stated otherwise)	 Seminar room (5 - 20 people, unless stated otherwise)	 Interview room (2 - 6 people, unless stated otherwise)	Westgate Collaboration Space (Up to 60 people)
£50 per hour	£40 per hour	£25 per hour	£90 for first hour Then £60 per each subsequent hour

Venues available

Click on each venue name for opening hours, contact details and directions.

You may be able to arrange additional equipment hire with individual sites (subject to availability) such as:

- Flip chart and pens
- Printing
- Whiteboards
- Digital screens

Bicester Library



Conference room

(up to 50 people)

- Available during opening hours
- Accessible by stairs or lift
- Baby change / Disabled access toilet
- 120 stacking chairs
- 8 x folding tables (180 cm x 76 cm)
- Furniture configured as required
- Free WiFi
- Charging points



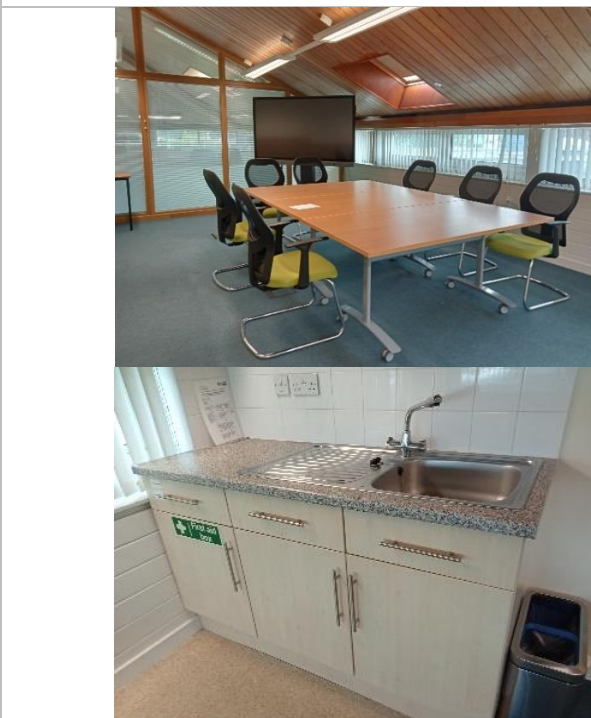
Blackbird Leys Library



 **Seminar room**

(Seminar room 1, up to 10 people)

- Available during opening hours
- Accessible by stairs or lift
- Staircase to outside
- Disabled access toilet
- Up to 10 chairs
- 5 desks
- Free WiFi
- 1 large interactive Benq screen
- 3 x dual face non magnetic whiteboard 2 x 120x120 and 1 x 180x120
- Small kitchen space with fridge

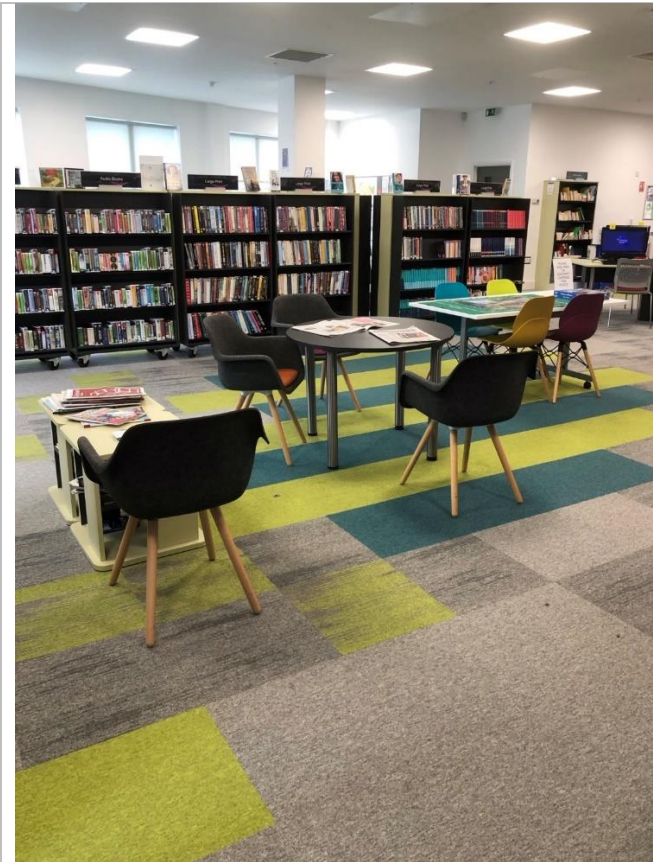


 **Seminar room**

(Seminar room 2, up to 10 people)

- Available during opening hours
- Accessible by stairs or lift
- Staircase to outside
- Disabled access toilet

Botley Library



Conference room

(up to 40 people)

- Available outside opening hours
- Accessible by stairs or lift
- Up to 40 chairs
- Table to accommodate up to 40
- Free WiFi

Didcot Library



 **Seminar room**

(up to 10 people)

- Available during opening hours
- Accessible by stairs or lift
- Toilet
- Up to 10 chairs
- Free WiFi



 **Interview room**

(up to 6 people)

- Available during opening hours
- Accessible by stairs or lift
- Toilet
- Up to 6 chairs
- Free WiFi

Hook Norton Library



Interview room

(up to 6 people)

- Available during library opening hours
- Ground floor
- Toilet
- Up to 10 chairs
- Small circular table
- Folding tables available
- Free WiFi
- Small kitchen space with fridge & kettle

Oxford Westgate Library



**Seminar
room**

**(Community Space, up to 15
people)**

- Available during opening hours
- Accessible by stairs or lift
- Up to 15 chairs
- 3 desks
- Free WiFi
- Large 3-seater sofa
- Up to 4 tables





Seminar room

(Makerspace room, up to 20 people)

- Available during opening hours
- Accessible by stairs or lift
- Up to 20 chairs
- 5 curved desks
- Free WiFi
- Long white top wall table 250cm x 74cm
- Up to 4 desks
- 2 vinyl sofas
- Up to 4 round coffee tables



Westgate Collaboration Space

(up to 60 people)

Flagship conference space in Oxford Westgate Library consisting of two large rooms overlooking Oxford City Centre.

- There is a small kitchenette with hot and cold running water, in addition to: a kettle; mugs and glasses; tea, coffee and sugar; a fridge; a dishwasher; a small supply of cutlery and crockery. No food or milk is provided (there's a Sainsbury's in the Westgate shopping centre, a very short walk from the library).
- Gender neutral toilets are available on the same level.
- Mobile whiteboards and flipcharts available (*subject to additional charges)
- 2 privacy booths
- 3 coffee tables
- Flexible conference seatings and table configurations for up to 50 people
- **Currently available to hire Mon-Thu 1700-1945, and Sat 0930-1715.**

Wantage Library



(Seminar Room 1, up to 6 people)

- Available during opening hours
- Accessible by stairs
- Toilet
- Up to 6 chairs
- 1 table
- Free WiFi



(Seminar Room 2, up to 10 people)

- Available during opening hours
- Accessible by stairs
- Toilet
- Up to 10 chairs
- 6 desks
- Free WiFi