



LIBRARY ROOM: BOOKING GUIDELINES

Full venue address:

Ricefield Arts Library Room
Room 124 (First Floor)
Baltic Chambers
50 Wellington Street
Glasgow G2 6HJ

Time restrictions: The room is not available for hire earlier than 8am, or later than 9.30pm. Please ensure you allow suitable time for set-up and takedown, and any tidying that may be required.

Late arrival: If you are delayed for any reason please contact Ricefield staff in the first instance (0141 202 0779). Room bookings will be held for 30 minutes (except in exceptional circumstances).

Room capacity: 20 workshop set-up, 25 theatre/lecture style, 16 meeting set-up

Facilities: Access to water through shared kitchen space. Free WiFi access included.

Equipment: Whiteboard, flipboard and AV (projector, screen, speakers) is available. Please note that there is an additional charge of £25 for use of AV equipment.

Refreshments: Self-serve tea and coffee is available as part of the room hire. Milk etc. should be provided by the room booker. There is also a cafe located in the building's entrance lobby. No alcohol may be consumed on the premises.

Accessibility: The room is located on the first floor, which is accessible by lift. There is an accessible toilet beside the room. Guide dogs are welcome.

Furniture available: 1x two-seat sofa, 4 x tables, 20 x chairs, 1x stand for refreshments.

Storage: No additional storage is provided as part of the room hire.

Parking: Parking is not provided as part of the room hire. Limited on-street parking available. The closest multi-storey car park is located on West Nile Street.

Waiting area: No additional waiting area is provided as part of the room hire.

Payment: Full payment of the hire fee is due 3 days in advance of booking, unless otherwise agreed in writing. Payment is accepted by BACS, cash and cheque.

Cancellation Policy: Bookings may be cancelled for a full refund up to 3 working days in advance. Late cancellations will be liable for 25% hire costs. No-shows will be charged 50% hire costs, and have their room booking options reviewed.

Health and safety: A health and safety induction, including first aid and fire evacuation procedures, will be provided on arrival by a member of the Ricefield Arts team. The room booker must sign to confirm their understanding.

Cleaning: You are expected to leave the room in reasonable condition at the end of your hire, with furniture returned to its original position. Bin bags are available for trash, please leave by door on inside. This is the responsibility of the room booker.

Damage/cleaning costs: The room booker is liable for a £25 fee if light cleaning is necessary to return the room to hireable condition. For more extensive cleaning and damage room bookers are liable for a percentage of service charges.

Licences: It is the responsibility of the room booker to comply with any licence requirements. Any booking where entry is charged must acquire an appropriate copyright broadcast license (music, films etc.).

The Library Room is a no smoking area.

Other queries and questions can be directed to: info@ricefield.org.uk or 0141 202 0779.