

Private Hire at the Portico Library

The Portico Library is available to hire for receptions Monday to Friday after 5.30pm. It is an ideal venue for standing or semi-standing events like book or product launches, welcome drinks, pre or post-conference drinks, staff or client receptions for 20 to 80 people. Only cold drinks are available in the evening.

We can provide a bar, tables and chairs set up cabaret style, as well as chairs set up lecture theatre style in rows. A PA system for background music and microphones is available, as well as a small screen and projector.

Numbers and lay out:

- Stand up reception for 80 people max (15 min set up / take down)
- Tables / chairs cabaret styles for 45 max (15 min set up / take down)
- Lecture style with rows of chairs for 60 max (30 min set up / take down)
- Mix stand / seat 70 max.

Hire Charge (VAT will need to be added):

- £160 per hour without drinks from our kitchen
- £130 per hour with a drinks package or paid bar from our kitchen
- We have a minimum charge of 2 hours including set up / take down time, e.g. a hour standing reception 6-7pm would need 15 min set up and 15 min clear up. A lecture layout needs a 30 minute set up and 30 minute take down.

Drinks and Nibbles:

- Alcoholic and non-alcoholic drinks £9 per head (based on 2 glasses of house wine or bottled lager or juice / sparkling water)
- Non-alcoholic drinks £5 per head (2 glasses of juice / sparkling water)
- Individual packets of crisps and bowls of nuts / other nibbles £1.50 each
- A canape menu starting at £5 per person is available but needs to be booked 28 days in advance.
- A paid bar of wine, beers - a price list is available.
- Provide own wine and other drinks – staffing costs to serve £25 per hour. (Drinks must be served by Portico staff or volunteers).

There is limited potential for the library to be hired out for sole use (i.e. closing to the public) for meetings or conferences. This costs £150 per hour. We do not do private hire on a Sunday. Due to the limited access and lack of suitable changing / toilet facilities it is unsuitable for children's parties or baby events.

Access is via 32 steps, grouped in clusters of 4 with small landings and a chair between each set of chairs. We do have a stair lift and ramp that can be accessed via our back door by prior arrangement. Unfortunately, the venue does not meet full physical access for people reliant on wheelchairs.

We take a non-refundable 25 % of the whole booking hire fee to confirm the booking. Invoices should be issued a week in advance of the event and payment should be received before the event.

Please do come and visit our unique space to ensure it is suitable for your needs.