



Bodleian Libraries
UNIVERSITY OF OXFORD

The Bodleian Library

an inspirational venue for events

The Bodleian Library is chief amongst the University's libraries and dates back to 1488 with its first 300 books donated by Humfrey, Duke of Gloucester. Over the last 400 years it has expanded to become the second-largest library in the UK.



THE DIVINITY SCHOOL, the grandest room in the original building and designed to impress, is a masterpiece of late gothic architecture with a magnificent stone carved ceiling. It is available for hire in the evenings and can seat up to 120 guests for a formal dinner or 200 guests for a drinks reception.

The adjoining CONVOCATION HOUSE, added in 1637 to provide a distinguished meeting place for the University's governing body, has wooden seating arranged around all four sides with excellent natural acoustics for presentations and ceremonies for up to 100 guests during the day or evening.



FOR FURTHER INFORMATION contact Venue Services on 01865 277224 or email: events@bodleian.ox.ac.uk



These inspiring buildings, with the help of our carefully chosen list of caterers and other suppliers, can create an impressive setting for your event.

During your event we are also able to arrange special guided tours to see inside the historic reading rooms, including the famous Duke Humfrey's Library.

"Our guests were so overwhelmed by the beauty of Divinity School and with the tour of Duke Humfrey's Library that they needed reviving with champagne when they returned from the tour and quite forgot to visit the Exhibition!"

Corporate event in 2013

"The venue was simply stunning!" Fundraising event November 2013

"A beautiful building for a beautiful occasion!" Wedding August 2013

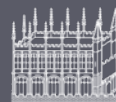


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For further information contact:

Venue Services, Bodleian Library, Broad Street, Oxford OX1 3BG

Tel: 01865 277224 email: events@bodleian.ox.ac.uk



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The Weston Library

a spectacular venue for events

Following an £80m refurbishment project, the original Gilbert Scott 1930s building reopened as the Weston Library in March 2015. Its facilities now include a world-class space for advanced research and scholarship; state of the art storage facilities for the Bodleian's collection of rare books and manuscripts; and new public spaces to welcome visitors and to exhibit some of the most famous and iconic items from the collections.



BLACKWELL HALL is the library's splendid new entrance atrium with a colonnade overlooking Broad Street in the centre of Oxford. After 5pm each day this bright and airy space offers one of Oxford's largest venues, seating 250 guests for dinner or 450 for drinks receptions. With built in audio-visual systems and the option to have a private view of the current exhibition, the Hall provides a modern flexible space for presentations, product launches, private receptions and dinner-dances.

The ROOF TERRACE on the 5th floor has been opened up to provide a fabulous venue for drinks receptions for up to 100 guests. With magnificent views over Oxford's historic rooftops and hills beyond, this really is the venue set in the heart of the 'dreaming spires'.

The smart new LECTURE THEATRE on the ground floor has 117 comfortable tiered seats, each with soft-fold tables and power sockets, and comes fully equipped with the latest audio-visual systems.





These spectacular spaces, with the help of our carefully chosen list of caterers and other suppliers, can create an impressive setting for your event.

"Wow this is the best view in Oxford!"

CORPORATE CLIENT IN 2015



Bodleian Libraries
UNIVERSITY OF OXFORD

For further information contact:

Venue Services, Bodleian Library, Broad Street, Oxford OX1 3BG

Tel: 01865 277224 email: events@bodleian.ox.ac.uk

website: www.bodleian.ox.ac.uk/whatson/venue-hire

VENUE HIRE FEES

FROM MARCH 2015 UNTIL APRIL 2016

OLD BODLEIAN LIBRARY

	CAPACITIES	AVAILABILITY	FEE
Divinity School evenings only	120 seated 200 standing	From 4pm – 12am <i>minimum 3hrs hire and 6hrs hire on Saturdays</i>	£500 per hour + VAT <i>includes Divinity School, Convocation House & Chancellor's Court</i>
Convocation House & Chancellor's Court	100 seated <i>on fixed benches</i> 100 standing	From 9am – 3pm	£400 per hour + VAT
Guided visit to Duke Humfrey's Library	20 guests per visit <i>lasting 20mins</i>	From 7pm – 10pm	£80 per tour + VAT

WESTON LIBRARY

	CAPACITIES	AVAILABILITY	FEE
Blackwell Hall evenings only	250 seated 450 standing	From 5pm – 12am <i>minimum 3hrs hire and 6hrs hire on Saturdays</i>	£600 per hour + VAT
Roof Terrace	100 standing	From 7pm – 10pm Mon-Fri From 5pm – 10pm Sat From 11am – 10pm Sun	£500 per hour + VAT <i>Or if hired with Blackwell Hall or the Lecture Theatre: £300 per hour + VAT</i>
Lecture Theatre	117 seated <i>tiered seats & tables</i>	From 9am – 10pm	£200 per hour + VAT <i>Or if hired with Blackwell Hall or the Roof Terrace: £100 per hour + VAT</i>
Exhibition Galleries evenings only	60 standing <i>in each gallery</i>	From 5pm – 10pm <i>Only available when hired with Blackwell Hall</i>	£100 per hour + VAT <i>for each gallery</i>

Please note fees will apply to any set-up and take down time as required.

BOOKINGS AND FURTHER INFORMATION

To arrange a meeting with us to see the rooms and to discuss your requirements, please contact the Venue Services Team:

Tel: +44 (0)1865 277224

Email: events@bodleian.ox.ac.uk

Website: www.bodleian.ox.ac.uk/whatson/venue-hire



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GENERAL TERMS AND CONDITIONS FOR EVENTS AT THE BODLEIAN LIBRARIES

1. DEFINITIONS

In these General Terms and Conditions the following words and phrases have the following meanings:

- 1.1 "Additional Charges" means the charges for Additional Services exclusive of VAT.
- 1.2 "Additional Services" means any services provided by the Bodleian (as defined below) or requested by the Client over and above the Services or as specifically detailed as Additional Services in the Venue Hire Agreement.
- 1.3 "Venue Hire Agreement" means the agreement between the Bodleian and the Client setting out the details of the Event and the fees payable, and signed by the Client incorporating these General Terms and Conditions.
- 1.5 "Fee" means the charges for the Venue and Services as specified in the Venue Hire Agreement exclusive of VAT.
- 1.6 "Client" means the person whose name and address appears as the Client in the Venue Hire Agreement.
- 1.7 "Event" means the conference, banquet, reception, wedding or other event intended to take place on the date/s given in the Venue Hire Agreement of which the Client is the organiser and in respect of which the Client accepts responsibility hereunder.
- 1.8 "Participant" means an individual who attends or a contracted supplier who is booked to attend the Event.
- 1.9 "Bodleian" means the Chancellor Masters and Scholars of the University of Oxford ("University") acting for the Bodleian Library, a department of the University.
- 1.10 "Services" means the Services provided by the Bodleian as detailed in the Venue Hire Agreement.
- 1.11 "Venue" means the specific location of the Event as detailed in the Venue Hire Agreement.

2. THE AGREEMENT

With effect from the date of the Venue Hire Agreement (the "Effective Date") the Agreement for the provision of the Services at the Venue for the Event shall come into force subject to the terms contained hereunder.

3. DEPOSIT

This Agreement is conditional upon the payment by the Client to the Bodleian on the Effective Date of a non-refundable deposit in the amount referred to in the Venue Hire Agreement which deposit shall not be repayable under any circumstances, except if the Bodleian serves notice of its right to cancel under clause 6.1.

4. PAYMENT

- 4.1 The Bodleian will submit a final invoice, including any Additional Charges, to the Client immediately after the date of the Event for the Fee minus the deposit paid.
 - 4.3 All invoices submitted to the Client shall be payable by the Client within fourteen days from the date of invoice. If any amount remains unpaid thirty days after its due date, the Client shall pay to the Bodleian interest thereon at 2% compound per calendar month from the due date until date of payment without prejudice to any other rights or remedies of the Bodleian. All payment of deposits due must be completed in advance of the date of the Event.
 - 4.4 Prices are subject to change without notice.
- ## 5. TERMINATION
- 5.1 The Bodleian shall be entitled forthwith to terminate this Agreement by written notice to the Client if:
 - 5.1.1 payment is not received by the Bodleian in accordance with clause 4;
 - 5.1.2 the Event is cancelled in accordance with clause 6, or
 - 5.1.3 the Client or Participants commit any breach of the provisions of this Agreement.

6. CANCELLATION

- 6.1 The Bodleian reserves the right at its sole discretion to cancel the Event for any reason without any cost or loss to the Bodleian. The Bodleian will use all reasonable endeavours to provide the Client with at least three months' notice of the cancellation (and where reasonably possible such notice period will be greater) and shall return any deposit paid under clause 3. The Bodleian accepts no responsibility for any loss suffered by the Client or any Participant as a result of termination of this Agreement pursuant to clauses 5.1 and 6.1 and the Client indemnifies the Bodleian against any claim made by any prospective Participant against the Bodleian.
- 6.2 Subject to clauses 6.3 and 6.4, the Client may cancel the Event by giving the Bodleian notice in writing to that effect.

- 6.3 If the Client gives the Bodleian notice to cancel the Event less than 60 days before the Event, the following fees shall be payable by the Client:

- 6.3.1 between 60 and 40 days (inclusive) before the Event – 25% of the Fee;
- 6.3.2 between 39 and 20 days (inclusive) before the Delivery Date – 50% of the Fee, and
- 6.3.3 fewer than 20 days before the Event and any time on or after the Event – 100% of the Fee.

7. CLIENT'S RESPONSIBILITIES

- 7.1 The Client undertakes:
 - 7.1.1 to ensure that a representative of the Client is present at the Venue throughout the Event;
 - 7.1.2 to fully disclose the purpose and nature of the Event in the Venue Hire Agreement;
 - 7.1.3 to fully compensate the Bodleian for any damage done to the Venue, furniture or other property of the Bodleian, or any other person, by the Client or any Participant and to indemnify the Bodleian against (i) any third party claims; and/or (ii) reasonable costs in respect thereof. Such indemnities are subject to notice being given by the Bodleian as soon as is practicable, the reasonable cooperation of the Bodleian, and the Client having sole control of the defence and financial settlement of any third party claim unless otherwise agreed. Any settlement on non-financial terms is subject to the approval of the Bodleian which shall not be unreasonably withheld;
 - 7.1.4 not to undertake any activity that may be liable to bring the Bodleian into disrepute;
 - 7.1.5 not to affix anything to, attach or otherwise decorate any part or the whole of the Venue or facilities without the prior written approval of the Bodleian;
 - 7.1.6 to comply with relevant laws and regulations, including but not limited to current health and safety legislation;
 - 7.1.7 to be responsible for the Participants and to procure that the Participants treat the Venue and the Bodleian's premises with care and respect for the privacy of its other users and shall not interfere with or gain access to or attempt to gain access to those parts of the Bodleian's premises for which public use or access are indicated by the Bodleian to be unauthorised;
 - 7.1.8 to provide the Bodleian with any such information as may be required by the Bodleian at a time as requested by the Bodleian, including timely notification of the Client's electrical requirements.
 - 7.1.9 to procure that the principles embodied in the University Code of Practice on Freedom of Speech will be upheld, and shall, if so required, satisfy the Bodleian of its ability to discharge its obligation in regard to upholding freedom of speech.
 - 7.1.10 not to misuse or allow its personnel or delegates to misuse the Bodleian's IT and network facilities and to use the IT and network facilities in accordance with any instructions issued by the Bodleian from time to time;
 - 7.1.11 (a) not to make use of the name, logos, crest, coat of arms or insignia of the University or the Bodleian; (b) not to hold itself out as part of or an emanation of the University/Bodleian, or as the agent or representative of the University/Bodleian; and (c) to procure that all electronic and eye-readable materials connected with or referring to the Event carry the following legend, with the same typeface as the bulk of the surrounding material: 'The Client contracts with the Bodleian for the use of facilities, but has no formal connection with the University of Oxford or the Bodleian Library.'
- 7.2 The Bodleian reserves the right at any time to exclude from the Event, the Bodleian's premises and the Venue any Participant whose behaviour is, in the opinion of the Bodleian, an unacceptable nuisance or annoyance to other Participants or to others on the Bodleian's premises. There will be no refund or reduction in the Fee for the Event in such circumstances.
- 7.3 The Bodleian reserves the right at its sole discretion to cancel the Event if it is subsequently discovered that the purpose or nature of the Event was not fully disclosed in the Venue Hire Agreement.

8. LIMITATION OF LIABILITY

- 8.1 The Bodleian shall not be liable to the Client for any damages, loss, costs, expenses, claims or proceedings whether direct or indirect, express or implied arising in connection with this Agreement. If, notwithstanding the provisions of this clause 8, the Bodleian is held to be liable to the Client for any reason, the Bodleian's aggregate liability to the Client under this Agreement (whether arising from negligence, breach of contract or otherwise) shall not exceed the Fee.

- 8.2 The Bodleian does not exclude liability for death or personal injury to the extent only that the same arises out of the proven negligence of the Bodleian, its employees, agents or authorised representatives whilst acting within the scope of or in the course of their employment or contract.

- 8.3 Neither party shall be liable for any indirect, consequential, special, punitive, losses or damages, lost profits, lost savings, lost revenues or incidental damages even if informed of their possibility.

9. THIRD PARTY/PUBLIC LIABILITY INSURANCE

The Client shall obtain public liability insurance for all Events with an indemnity limit of not less than five million pounds (£5,000,000) for the duration of the hiring. In addition, for any caterers, public liability insurance is compulsory for all Events with an indemnity limit of not less than two million pounds (£2,000,000) for the duration of the hiring. The Client shall, on request, provide evidence of both insurance policies (as applicable) at least four weeks in advance of the Event together with confirmation that such insurance is current and any premiums have been paid.

10. RESTRICTIONS ON USE

- 10.1 The Bodleian reserves all intellectual property rights and all other rights in and to the University name, logo and any derivations of the same and nothing in this Agreement shall be deemed to assign any such intellectual property rights or other rights.
- 10.2 If anything offered for sale or exhibited in the Venue is considered by the Bodleian to be likely to be undesirable, in breach of copyright, unsuitable or dangerous to any person or property inside or outside the Venue, it shall on request be removed by the Client forthwith.
- 10.3 Smoking is not permitted anywhere within the Venue.
- 10.4 The Client hereby acknowledges and shall adhere to any further restrictions on use as set out in the Venue Hire Agreement.
- 10.5 Charges under this Agreement do not include facility fees for press, TV, film, radio and other media organisations, which are chargeable separately and in addition on all such activities. Advance express permission in writing is required, and the charges shall be agreed between the Bodleian and the Client.

11. ASSIGNMENT

The Bodleian shall be entitled to assign the benefit and/or burden of this Agreement to any subsidiary or associated company without requiring any consent of the Client.

12. LAW AND JURISDICTION

This Agreement will be subject to English law and to the exclusive jurisdiction of the English courts.

12. THIRD PARTY RIGHTS

Except as stated at clause 14.5, the Contracts (Rights of Third Parties) Act 1999 is excluded from applying to this Agreement and nothing in this Agreement confers or purports to confer on any third party any benefit or any right to enforce any terms of this Agreement.

13. GENERAL

- 13.1 Nothing in this Agreement shall create, or be deemed to create, a partnership or the relationship of principal and agent or employer and employee between the Bodleian and the Client.
- 13.2 The rights granted to the Client in this Agreement shall not operate or be deemed to operate as a demise of the Venue and do not create a relationship of landlord and tenant. The Client shall not have or be entitled to any right, title or estate in the Venue save as expressly given in this Agreement.
- 13.3 The Client shall not sub-let, or attempt to sub-let, the Venue or part thereof.
- 13.4 Save as otherwise expressly provided in this Agreement no variation to this Agreement shall be binding unless agreed in writing between the Bodleian and the Client by their duly authorised representatives.
- 13.5 The parties to this Agreement intend that the Bodleian will be able to enforce this clause as if the University were a party to it, pursuant to the Contracts (Rights of Third Parties) Act 1999. This clause may not be amended without the prior written consent of the University.



BODLEIAN LIBRARY EVENT SUPPLIERS

ACCREDITED CATERERS

CLARKENWELL GREEN

Jeremy Warrillow
0207 7294072
jeremy@clerkenwellgreen.com
www.clerkenwellgreen.com
411a Union Walk Arches, Cremer Street,
London, E2 8HG

ELEGANT CUISINE

Michael Ashton
01865 391888
Michael.Ashton@elegantcuisine.com
www.elegantcuisine.com
Millets Farm Centre, Kingston Rd,
Frilford, Abingdon, Oxfordshire
OX13 5HB

INDULGENCE BOUTIQUE EVENTS

Jo Robinson
01295 690888
sophie@indulgenceoxford.co.uk
www.indulging.co.uk
Main Street, Farnborough,
Nr Banbury OX17 1DZ

JJ CATERING

Jane Privett & Jo Ashbury
01869 337395
jjcatering@therickmans.co.uk
Wynford House, New Street,
Deddington OX15 0SP

LAMB CATERING

Clive & Emma Tasker
01865 772446
info@lambcatering.co.uk
www.lambcatering.co.uk
Unit 7, Chancerygate Business Centre,
Transport Way, Oxford OX4 6HE

OXFORD FINE DINING

Sue Randall & Mel Cooper
01865 728240 / 07795 185050
enquiries@oxfordfinedining.co.uk
www.oxfordfinedining.co.uk
Unit 12, Oddington Grange
Weston on the Green, Oxfordshire
OX25 3QW

PASSION FOR FOOD

Jacqui Quainoo
08452 969 226 / 07956 029 801
jacqui@passion-for-food.co.uk
www.passion-for-food.co.uk
Unit 7 a/b, Upper Barn Farm, Bicester
Rd, Westcott, Buckinghamshire
HP18 0JX

TAILOR MADE TOP NOSH

Paul Barnard
01993 852696/ 07584 514030
enquiries@tailormadetopnosh.com
www.tailormadetopnosh.com
Cypher House, Bampton Business Park
South, The Weald, Bampton,
Oxfordshire OX18 2AN

SUGGESTED SUPPLIERS

JOHN CAIRNS PHOTOGRAPHY

John Cairns
07960 462502
john@johncairnsphotography.co.uk
www.johncairns.co.uk
Weddings:
jcweddingphotography.co.uk

KATE HOPEWELL-SMITH PHOTOGRAPHY

Kate Hopewell-Smith
07725 233247
kate@katehopewellsmith.com
www.katehopewellsmith.com

DAISIES FLOWER SHOP

Sheila Bailey
01865 554882
daisies-flower-shop.co.uk
106 Walton Street,
Oxford OX2 6AJ

FABULOUS FLOWERS

Gary Taylor and Matthew Cooper
Oxford 01865 511811
Abingdon 01235 520346
www.fabulousflowers.biz
63 Banbury Road,
Oxford OX2 6PG

THE OXFORD JAZZ AGENCY

Tim Richardson
01865 376118
or 07768 917400
www.theoxfordjazzagency.co.uk

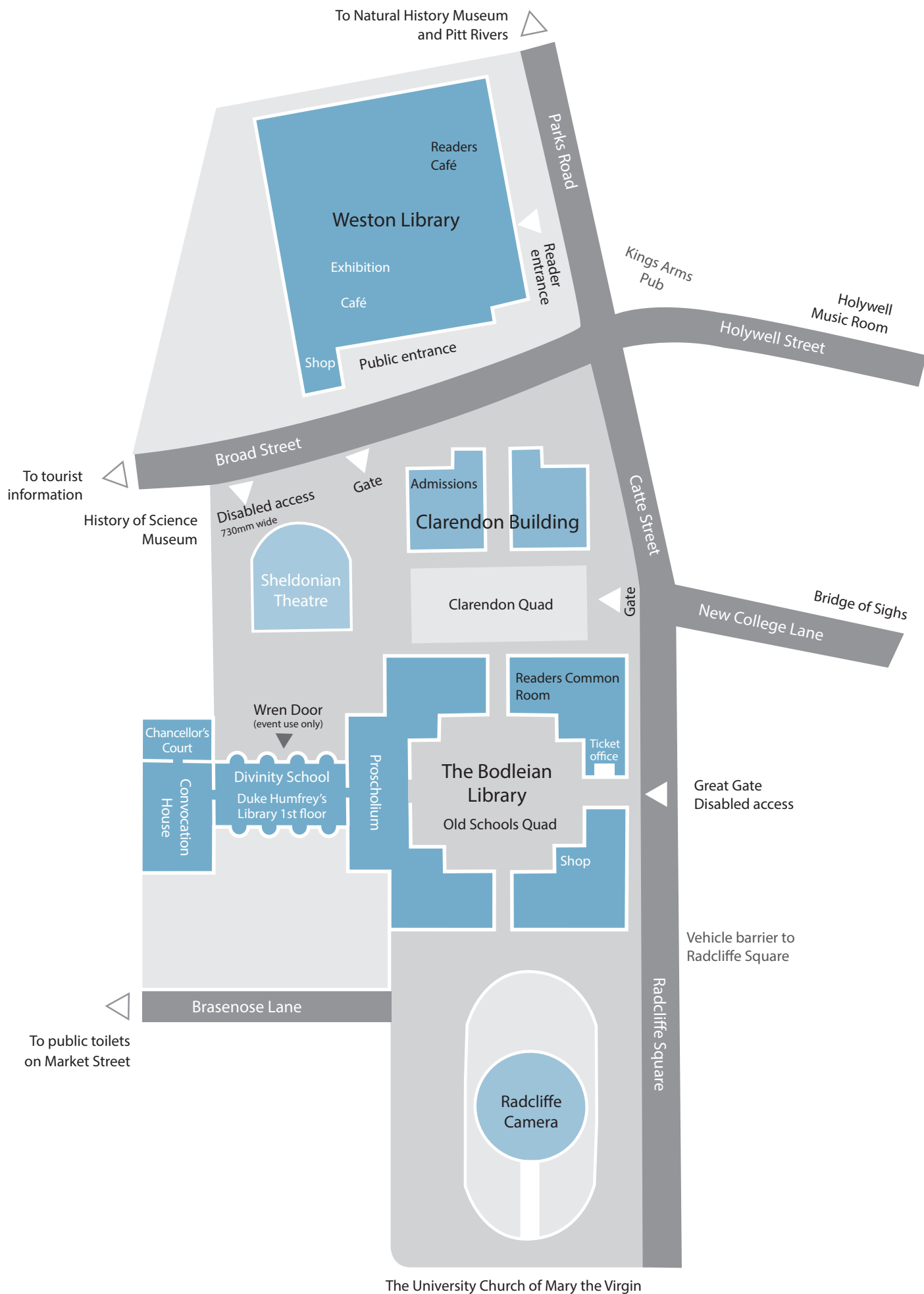
ACDISCO

(staging, lighting, AV)
James Walton
01865 875519
13 Leyshon Road, Wheatley
Oxford OX331XF
contact@acdisco.com
www.acdisco.com

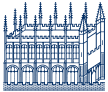
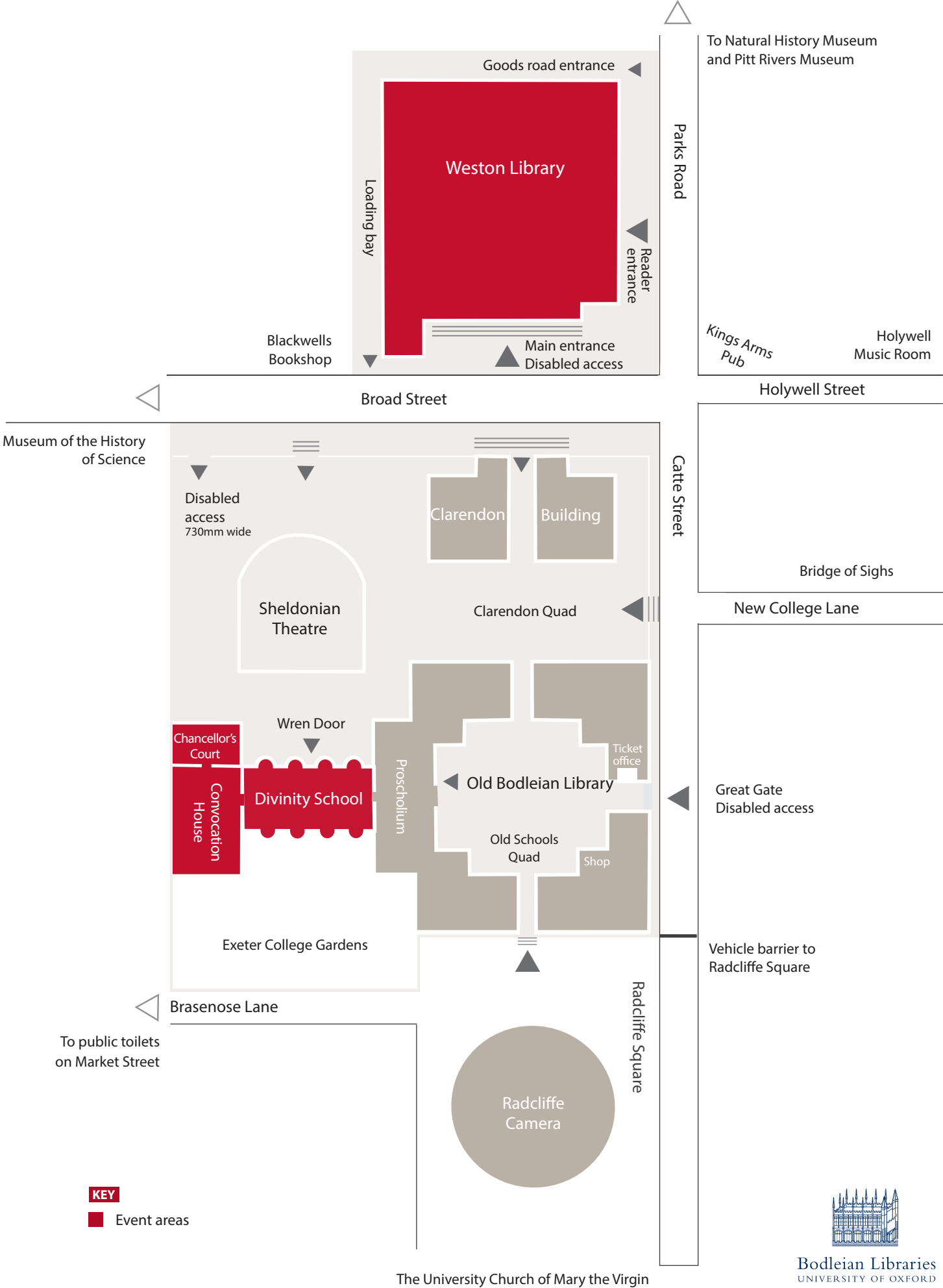
CITY AUDIO VISUAL (staging, lighting, AV)

Peter Gunn
01865 722800
Unit 19, Kingsmeadow,
Ferry Hinksey Rd
Oxford OX2 0DP
info@cityav.co.uk
www.cityav.co.uk





BODLEIAN LIBRARIES' VENUES FOR EVENTS



WESTON LIBRARY



BLACKWELL HALL

250 seated
or 450 standing

ROOF TERRACE

100 standing

LECTURE THEATRE

117 seated

KEY

- Staff/reader areas
- Event areas

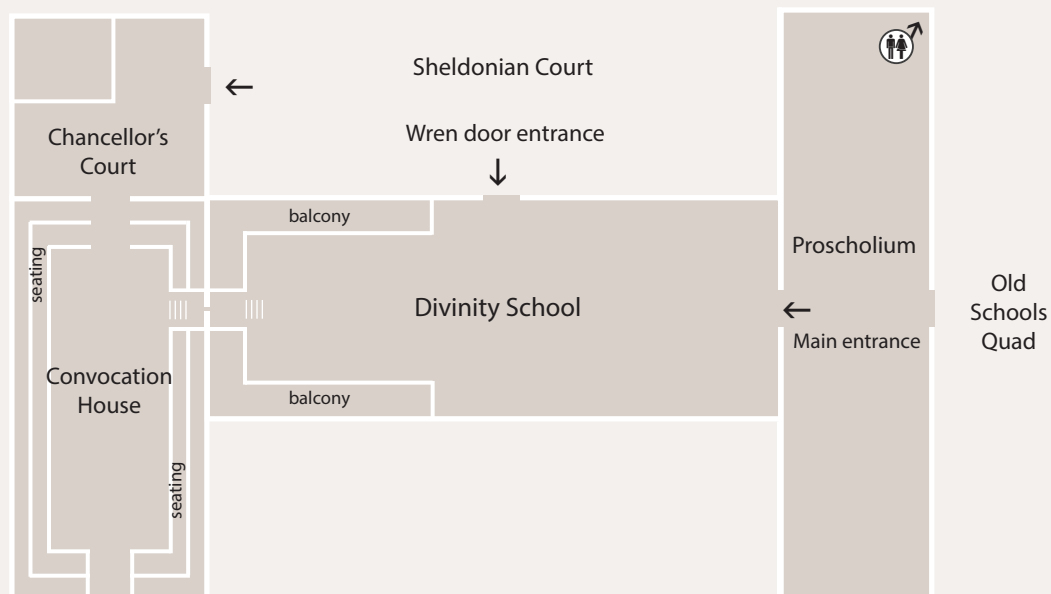
OLD BODLEIAN LIBRARY

DIVINITY SCHOOL

120 seated
or 200 standing

CONVOCATION HOUSE & CHANCELLOR'S COURT

100 seated or
standing



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