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PARTY FAQs

VENUE QUESTIONS



HOW MANY GUESTS CAN THE VENUE HOLD?

The Old Library can seat up to 130 people comfortably for a meal. For standing events we can hold 250 guests.

WHAT TIME CAN I ACCESS THE VENUE?

You and your suppliers are allowed access to The Old Library 2 hours before your event starts or from 10am on the morning of your event, providing we don't have another booking in the daytime. This can't be confirmed until 2 weeks before your event.



DO I HAVE TO TAKE EVERYTHING AWAY ON THE NIGHT ITSELF?

We would recommend that you take away any cards and gifts on the night of the event as a matter of security. Providing that we do not have an early booking for the morning after your event we will allow you to collect items before 10am the following day.



WHAT TIME DOES MY PARTY HAVE TO END?

We do not allow you to extend your booking on the day - the hours agreed upon on your contract is when your event will start and end. We give you and your guests time to gather themselves, get transport and clear up after the event ends.

TOP TO BOTTOM: THE LOVE STORIES PHOTOGRAPHY | DEAREST LOVE PHOTOGRAPHY | AMY ROSE PHOTOGRAPHY

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DO YOU HAVE A MICROPHONE?

We do. We have a PA system and a microphone which can be used for speeches.

CAN I PLUG MY OWN MUSIC IN?

Yes – our PA system is Bluetooth activated, meaning you can connect a phone, iPod or tablet to play your own playlists throughout your event. Our PA system is only suitable for background music, so we recommend bringing louder speakers for a party. Be aware that we do not have a noise limit however, music must finish by 1am.

IS THERE DISABLED ACCESS?

The Old Library does have a few steps up to the main entrance – these are wide enough to lift a pushchair up. However, we have double door, ground level access to the rear of the building on Heath Mill Lane for wheelchair users. We also have an access toilet and baby changing facilities in the venue.

IS THERE PARKING AVAILABLE ON SITE?

The Old Library does not have a private car park, but we would recommend using the Zellig car park. This car park is pay and display operated and shuts at 9pm. We are centrally located which means there are a range of car parks close to the venue, as well as frequent public transport - please ask us for our recommendations.

ARE YOU A CASHLESS VENUE?

No – the bar accepts card and cash. There are a number of cashpoints within walking distance if wanted.

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IS SMOKING PERMITTED ON SITE?

Smoking/vaping is not permitted inside The Old Library. Outside of the venue there are steps with artificial grass where smoking/vaping is NOT permitted. Smoking/vaping is allowed on the concrete pavement outside the front of The Old Library.

IS THE VENUE IMPACTED BY THE DIGBETH REGENERATION SCHEME?

Our amazing city location within The Custard Factory is central to the Digbeth Regeneration Scheme, which means the roads surrounding the venue are often being worked on. However, The Old Library is still completely accessible from Gibb Street and Heath Mill Lane. We can provide you with most up to date information before your event.

DO YOU HAVE ANY HIGHCHAIRS?

Yes – we have 4 highchairs, just let your event coordinator know how many you need!

DO I HAVE TO USE YOUR RECOMMENDED SUPPLIERS?

Not at all – we love to work with new suppliers and meet other like-minded people! We just ask that you let us know who you will be working with as soon as you know so that we can get in touch with them and make sure our venue is compatible with their service and vice versa, as well as check their Public Liability Insurance.

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DECOR QUESTIONS

IS THERE ANY DECOR I AM NOT ALLOWED?

We are very flexible so chat to us about any ideas you have, and we can let you know either way. Our biggest, and pretty much only, definitive 'no' is blue/white tack!

AM I ALLOWED CANDLES?

You may have lit candles on your tables, but we do ask that they are securely contained within a holder. Staff are permitted to blow out/move candles as they see fit in order to keep us all safe.

DO YOU ALLOW CONFETTI?

We do allow a biodegradable confetti shot outside of the venue on our artificial grass steps. However, we don't allow confetti inside the venue.

DO YOU ALLOW SPARKLERS?

Yes - but we do request that you only use sparklers outside and make sure you have brought something to extinguish them in such as a bucket.

HOW BIG ARE THE TABLES?

We have 13 6ft round tables that can comfortably seat 10 people - 12 at a squeeze. We also have a number of 5ft rectangle tables available to you.



TOP TO BOTTOM: PHOTOS BY HASH | AMY ROSE PHOTOGRAPHY
| LISA CARPENTER PHOTOGRAPHY

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FOOD & DRINK QUESTIONS



CAN I USE MY OWN CATERERS?

We love working with amazing suppliers, especially caterers, which is why we encourage you to introduce us to brilliant new food! You are welcome to hire external caterers for your party, but caterers must be professional and hold a Level 3 Food Hygiene Certificate. An external fee of £500 will be charged - T&Cs apply. We do not have a kitchen onsite, but many caterers cook outside the venue under a small gazebo.



CAN I PROVIDE MY OWN DRINKS?

The Old Library has a brilliant relationship with The Old Crown who run the bar. This means we do not allow you to provide your own drinks. Our drinks packages offer everything you may want, and draught beer can be installed for your event for a fee of £100. If you have a certain drink/cocktail you want offering to guests then just ask and we will do our best to supply it!



IS CROCKERY AND LINEN INCLUDED?

Included in your room hire cost are black tablecloths for the round and rectangular tables. If you book your catering through us then you will also be provided with white fabric napkins for your meal, as well as crockery and cutlery. If you choose to use external caterers, they will be responsible for providing crockery and cutlery, as well as napkins.

TOP TO BOTTOM: NICK BRIGHTMAN PHOTOGRAPHY | NICK BRIGHTMAN PHOTOGRAPHY | AMY ROSE PHOTOGRAPHY

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BOOKING, PRICING & PAYMENT QUESTIONS

CAN I PROVISIONALLY HOLD A DATE?

If you are still in the early stages of planning but don't want to lose your date, then we can hold a wedding date for you for up to 2 weeks before you need to confirm your booking.

IS THERE A SECURITY DEPOSIT?

Yes - we charge a £500 refundable security deposit which covers us for any damages, theft or loss which may occur at your event. We very rarely experience this! Your security deposit will be returned to you, providing there are no issues, within 2 weeks after your event date.

IS VAT INCLUDED IN THE PRICES GIVEN?

Yes - all of our hire prices, bar prices, drinks packages and menus are VAT inclusive.

I HAVE DECIDED I WANT TO USE THE OLD LIBRARY - WHAT IS THE PAYMENT TIMELINE?

- o We will send you a contract which details the total cost of your event and your T&Cs.
- o Once you have returned a signed copy of this to us, then you will be invoiced for a deposit which is 1/3 of your total hire cost. Once paid - your event is now booked!
- o 6 months before we will ask for your 2nd installment.
- o Full payment and confirmations are required 2 weeks before your event.
- o 2 weeks after your event, your security deposit will be refunded to you (T&Cs apply).

*Please note that this timeline of payments will be altered depending on how close your event date is to the date you book.

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WHAT HAPPENS IF I NEED TO CANCEL?

If you have to cancel your event for any reason, then please refer to our cancellation policy outlined in your T&Cs. Your booking fee is non-refundable in any situation. If you cancel within 6 months of your date you will be required to pay 75% of your total charges, and within 3 months of your date this will rise to 100% of your charges.



WHAT HAPPENS IF I NEED TO POSTPONE?

If you chose to postpone your event date, we charge a small administrative fee of £150 if your event is more than a year away. If it is less than a year until your date this fee rises to £250, and if your date is less than 6 months away you will be charged a £500 administrative fee.



NOW WE'VE BOOKED... WHAT DO WE DO?

Get planning, booking your suppliers and getting excited about your event! Our events team are on hand for any queries or questions you have during your planning process, just call or email when you need.

TOP TO BOTTOM: KIRO AND KIWI PHOTOGRAPHY | PHOTOS BY HASH | NICK BRIGHTMAN PHOTOGRAPHY