



Library Place Market Stall & Events Space

TOMORROW BEGINS TODAY



NatWest
International

What is the space for?

Our Library Place branch event hub is a space where people can come together to listen, learn and share ideas.

Our purpose is to champion potential, helping people, families and businesses to thrive. With this in mind, we've created event spaces in our branch to:

- give local business and charity customers the opportunity to showcase and sell their products and services.
- deliver educational, awareness and community presentations.
- host meetings or networking events.



In line with our areas of focus; climate, enterprise and learning, we've sourced much of our furnishings from local suppliers or from suppliers using upcycled, recycled and sustainable materials.

The spaces we provide are all offered free of charge to local charities or our business account holders and we've ensured our colour scheme, kitchen facilities and WC are all compliant with the Disability Discrimination Act.

What spaces are available?

The Market Stall

A pop-up space located on the ground floor, directly on entry to the branch. This space benefits from a footfall of around 300-400 customers per day.



The Community Space

Situated behind the Market Stall on the ground floor, this is a flexible space with multiple uses.

The Networking Space

Located on the second floor, this is a more private space with the option for a variety of different set up styles.





How to **book** the events & Market Stall spaces



If you would like to use the event space or Market Stall, please follow the below process:

- [Complete the application of interest online here](#), or email melissa.crowther@natwestint.com to register your interest.
- Your Event Manager will contact you with the relevant booking form to complete.
- Once your application is received, it will be reviewed and you will be contacted with next steps.
- Your Event Manager will support you throughout the planning and hosting of your event.



Features

- Disabled Access.
- Natural Light.
- Power Socket.

Seated Capacity: 3

The Market Stall

What can it be used for?

The Market Stall is a great space for charities to raise funds and awareness of cause, or for small businesses and new start up's to sell and promote their products. It could also be used to raise awareness of upcoming projects or events.

The Market Stall is intended to be a place for interaction with the community and as such we do ask that the space is manned.

What Equipment is included?

It features a moveable desk with lockable cupboards, a chalkboard floor sign and wall mounted chalk board, space for displaying products or banners, access to the pantry for tea, coffee & water and access to the WC on the ground floor.

What else do you need to know?

Please note that alcohol and dangerous goods are not permitted for sale. Stall holders can accept donations and sell products online or via card machine, but cannot accept cash or use charity buckets.



Features

- Disabled Access.
- Natural Light.
- Power Socket.

Seated Capacity: 24

The Community Space

What can it be used for?

The Community Space is a multi-functional space in the banking hall which is used as a waiting area when not in use for events. It's a great space for informal lunches, networking, presentations or training events.

What Equipment is included?

The space benefits from moveable dividers to separate the space from the banking hall, a large presentation screen with sound bar and multiple connections, a magnetic whiteboard, access to the pantry for tea, coffee & water and access to the WC on the ground floor.

What else do you need to know?

The area isn't sound proof, so bear this in mind when making a booking. We do not provide catering on site, but can make recommendations if required. The space is intended to be a purposeful and interactive area for the community.



The Networking Space

Features

- Disabled Access.
- Natural Light.
- Power Socket.

Seated Capacity: 12

What can it be used for?

Located on the second floor and accessible via the stairs or lift, the Networking Space is ideal for presentations, meetings, networking and training events. It's a more formal space than our Community Space and provides more privacy.

What Equipment is included?

A large presentation screen with sound bar and camera, Zoom connection panel, two fold up tables for boardroom set up, access to a private kitchen area for tea, coffee & water and access to the WC on the ground floor.

What else do you need to know?

The set up in this space is flexible and can be set as theatre style, boardroom or standing reception space. We do not provide catering on site, but can make recommendations if required.

FAQs

Can I book the space more than once?

Yes! We will ensure we keep variety in the space, but customers can apply as many times as they wish.

Are there any restrictions on the duration of bookings?

The Market Stall and Event Space can be booked from a period of one day up to two weeks in one booking.

Can I hire in AV equipment or furniture?

Of course, we'll be as flexible as we can be! Additional AV and furniture can be hired from our recommended local supplier at an additional cost.

Can I book any type of event in the space?

Try us! We'd love to hear your ideas, so please get in touch. As long as the relevant licenses are in place and the event aligns with our areas of focus and terms and conditions, we're happy to consider it.

What days & times can I book the space?

Our Event Space is available 9:30am – 4:30pm Monday, Tuesday, Thursday & Friday and 10:00am – 4:30pm on Wednesday. Set up is normally available between 9:00am – 5:00pm Monday to Friday, dependent on availability of the space.

What about out of hour's events?

Out of hours events can also be considered, provided they are invitation only and not open to the public. Applications will be considered on a case by case basis.



TOMORROW BEGINS TODAY



NatWest
International

The Royal Bank of Scotland International Limited trading as NatWest International (NatWest International).
Registered Office: Royal Bank House, 71 Bath Street, St. Helier, and Jersey, JE4 8PJ. Tel. 01534 282850.
Regulated by the Jersey Financial Services Commission.