

Premium Venues at Halifax Central Library

Frequently Asked Questions

How much does it cost to host an event in a premium venue?

- Rental fees vary depending on the type of event and when it is hosted.
- We offer reduced rates for non-profits and registered charities.
- Rental fees include hourly rental and dedicated support from Halifax Central Library's Event Services Team. Depending on the details of your event, there may be additional staffing, security, and/or janitorial fees.
- Any events occurring after the Library's open hours incur additional staffing and security fees.
- Rental fees do not include HST.
- A pricing quote for your specific event can be provided upon request.

Paul O'Regan Hall: day rates (non-holidays)

Monday - Thursday (until 9:00pm)
\$125 hourly (\$65 reduced rate)

Friday - Sunday (until 6:00pm)
\$125 hourly (\$65 reduced rate)

All premium venues: after hours & holiday rates

Monday - Thursday (after 9:00pm)
\$150 hourly (\$75 reduced rate)

Friday - Sunday (after 6:00pm)
\$175 hourly (\$90 reduced rate)

Holidays
\$200 hourly (\$100 reduced rate)

Note: The Fifth Floor can only be rented after-hours.

What time can my event start and end?

Rentals require a minimum four-hour booking, and we suggest that you include one hour each for set-up and teardown. Depending on the set-up requirements of your event, additional time may be necessary. Any events occurring after the Library's open hours incur additional staffing and security fees.

Halifax Central Library's regular hours of operation are:

Monday – Thursday	9:00am-9:00pm
Friday – Saturday	9:00am-6:00pm
Sunday	12:00pm-6:00pm

Early Access

You can be given access to your space as early as 7:00am. Additional staffing and security fees will apply.

After Hours Access

You can have after-hours access to your space up until 2:00am, with events concluding at least one hour prior to the access end time. Additional staffing and security fees will apply for after-hours events.

How far in advance can I book?

- You can book a space up to six months in advance.
- Late planned events (two to four weeks before the event date) are booked on a case-by-case basis and availability is very limited.
- We are not able to book events with less than two weeks' notice before the event date.

How can I hold a space for an event? Is a deposit required? Is my deposit refundable?

If you are interested in renting space for an event, we are able to place a hold on that space for your desired date(s). No deposit is required to place a hold. We can hold the space for 10 days. Holds are automatically removed if we do not receive follow-up confirmation.

Event details must be approved by the Events Coordinator before an event can be confirmed. Please provide the following event details via email to centralrooms@halifaxlibrary.ca:

- Estimated attendance
- Timing (including set-up and tear-down)
- AV requirements
- Catering and/or bar service
- Event description

Once your event details are approved, Administration will send your contract via email. A signed contract and 50% deposit are due within 10 days to confirm your event. The remaining 50% is due 45 days before your event.

Deposits are refundable if the event is cancelled more than 90 days before your event. If cancelled between 45-90 days, the deposit is non-refundable. Full event fees are due if an event is cancelled less than 45 days before the event date.

Can I rent the Front and Back Plazas? Are there restrictions?

Central Library's Front and Back Plazas are property of the HRM and permits are required to use these spaces. Please contact HRM Civic Events to inquire about booking these spaces. Final approval must be given by Halifax Public Libraries.

halifax.ca/recreation/facilities-fields/bookings-rentals

Can I feature the Library logo and/or the Library name on my invitation, or in my film or photo shoot?

As Halifax Public Libraries and Halifax Central Library are not sponsors of your private event, our organization name, logo, or image(s) may not be used for any purpose without permission.

You are welcome to use "Halifax Central Library" as the location name for your event and/or tag us on social media, but we are unable to share information about non-partnered events on our channels.

Accordingly, we reserve the right to approve, via email, all event-related invitations, press releases, and other promotional materials that refer to (in text or images) Halifax Central Library or Halifax Public Libraries, prior to printing.

Can I choose my own vendors?

The Library has preferred vendors for AV Support and Catering. Other vendors may be approved under special circumstances on a case-by-case basis, but please note that the Library has final approval over all vendors, and outside vendors must be approved by the Events Coordinator prior to confirming your event. Preferred vendors are listed below:

AV Support

Basil AV
Rob Vanier
robv@basilav.com
902-471-1338

Catering

Scanway Catering
Erin MacDonald
events@scanwaycatering.ca
902-425-0386

Kitchen Door catering
Brittany Hillier
brittany@kitchendoor.ca
902-476-6729

Can I hang signs or banners in and around the Library?

Halifax Public Libraries does not provide marketing support for private, non-partnered events. No signs, banners, or promotional materials may be placed in public areas of the building. This includes the Front Plaza, Lobby, and Back Plaza. Any products, signs, or promotions must be displayed solely within your rented space, during your rental time, with the approval of Halifax Public Libraries.



Will I be required to sign a contract and supply insurance?

All renting parties will be required to sign and comply with a standard facilities rental agreement in order to use Library space. Contracts are non-negotiable. Various levels of insurance will need to be obtained depending on the nature of the event.

Can I serve alcohol at my event?

You are welcome to serve alcohol at your event so long as it has been pre-approved in your booking contract. Full bar services can be provided by either of our preferred caterers, under an extension of their liquor license.

Some exceptions may apply to allow for clients to provide their own liquor license and bar services. Certified bartenders are required.

In both cases, final approval must be obtained by the Events Coordinator and a certificate of insurance in the amount of \$5 million in coverage is required.

Is security available for my event?

Central Library has building security on-site during regular open hours. Additional security is required for all after-hours events and for any events where alcohol is served. Security requirements are based on the final details of your event and are determined by the Events Coordinator. Fees apply and will be included in your final rental fee. Halifax Public Libraries has final say in all security matters.

Can other events take place in the building at the same time as mine?

During regular hours many, if not all, of the other rentable spaces in the Library may be used for Library programming or private bookings. The Library will determine the number of events simultaneously taking place in the Library building, and we do not guarantee the sole use of the Library building except in the venue(s) as contracted. However, we will ensure that your event is in no way disrupted by any other event.

Are there smoking areas in the building?

Halifax Central Library is a smoke-free building, including the Fifth Floor patio, underground parking garage, and adjacent areas. Without exception, anyone caught smoking will be asked to leave the premises.

Smoking is allowed only in HRM's Designated Smoking Areas. These areas can be found on this map:

halifax.ca/city-hall/legislation-by-laws/by-law-standards/cannabis-smoking-halifax

How do I get a floor plan for my event space?

Floor plans are available upon request by contacting centralrooms@halifaxlibrary.ca, or directly through the Events Coordinator.

Does the building have access for persons with disabilities?

Halifax Central Library is a fully accessible building.

- The ramp to enter the building is located at the Queen Street entrance.
- All levels of the building are accessible by elevator.
- Paul O'Regan Hall is accessible by ramp.
- Wheelchair-accessible restroom facilities are available.

Does the Library provide parking?

The Library has an underground parking lot available for public use. There are 75 spots.

The Library is not able to validate/reimburse parking for event clients and guests nor reserve or guarantee parking.

Parking Lot Rates

Monday-Friday: \$2/hour
Saturday-Sunday: \$1/hour
Daily Maximum: \$20