

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 Team. Depending on the details of your event, there may be additional staffing, security, and/or janitorial fees. Music licensing fees may also apply.
- 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: open hours rates

Monday - Thursday (until 9:00pm)
Friday - Sunday (until 6:00pm)

Standard rate: \$200 hourly
Reduced community rate: \$125 hourly

Paul O'Regan Hall: after-hours rates Fifth Floor: after-hours rates

Monday - Thursday (after 9:00pm)
Friday - Sunday (after 6:00pm)

Standard rate: \$350 hourly
Reduced community rate: \$150 hourly

Note: The Fifth Floor can only be rented after-hours on Friday, Saturday and Sunday evenings.

How many participants can attend?

Paul O'Regan Hall: capacities

Seated theatre-style: 242 (can be expanded to 300)
Seated at tables and chairs on the floor: 90
Standing reception: 150

Fifth Floor: capacities

Seated: 40
Standing reception: 70
Outdoor patio (seasonal): 60

Note: Using the outdoor patio does not increase the capacity of the indoor space.

How do I request a booking?

Please complete our online application form:

halifaxpubliclibraries.ca/library-spaces/book-a-space/book-now/premium-venue

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.



What time can my event start and end?

All rentals are a minimum of four hours, and we require you include at least one hour each for set-up and teardown.

Depending on the set-up requirements of your event, additional time may be necessary. If you are working with an AV provider, or other external vendors, we recommend consulting with them regarding their set-up and teardown requirements prior to finalizing your booking. An estimated 2-3 hours may be required for more advanced set-ups and teardowns.

Access times will be determined in consultation with the Events Team prior to confirming your event. Any events occurring after the Library's open hours incur additional staffing and security fees.

Halifax Central Library's hours of operation:

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 7:30am, with approval from the Events Team. 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 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 up to 10 days. Holds are automatically removed if we do not receive follow-up confirmation.

Event details must be approved by the Events Team before an event can be confirmed and must be provided via our online application form (see page 1).

Once your event details are approved, Library Administration will send your event agreement 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?

Halifax Central Library's Front and Back Plazas are the property of the Halifax Regional Municipality 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/parks-recreation/facility-rentals-bookings-field-conditions/bookings-rentals/parks-special-event

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?

Renters can choose their own caterers and AV providers, but please note that the Library has final approval over all vendors, and outside vendors must be approved by the Events Team prior to confirming your event.



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 your caterer, under an extension of their liquor license, or by a licensed bar service.

Some exceptions may apply to allow for clients to provide their own liquor license and bar services. Proof of certification is required.

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

Is security available for my event?

Halifax 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 Team. 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.

Does the building have access for persons with disabilities?

Halifax Central Library is a fully accessible building.

- A 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 Rates

Monday - Friday: \$3/hour, up to a daily maximum of \$25
Saturday - Sunday: \$2/hour, up to a daily maximum of \$7.50

