
Catering

In **The Space**, tea and coffee is available for up to 20 people at £1 per person. We can help you organise wine and soft drinks for any of our events. If you require more complex catering, we can advise on various suppliers or nearby venues which offer meals for large parties. The Library does not have facilities for catering large meals/hot food, but we are happy to provide plates if you wish to serve nibbles at your events.

Staffing at Evening Events

All evening hire events will normally be staffed by one member of SPL staff. We will ensure that the Library is set up as you require before your event, and we will return it to its normal configuration after your event. The staff member on duty will look after the Library during your event and will do their best to assist you as required, however their main job is to manage the reception desk and lock up when you are finished. If you require additional staff support please let us know as we will supply that cover (if available) for an additional £50 per member of staff.

Promotion for your Event

The SPL has over 20,000 Twitter followers and a vibrant presence on Facebook and other social media outlets. If your event is poetry-related, we are happy to support your own promotional activities via our social media upon receipt of details of your event.

Where & Who We Are

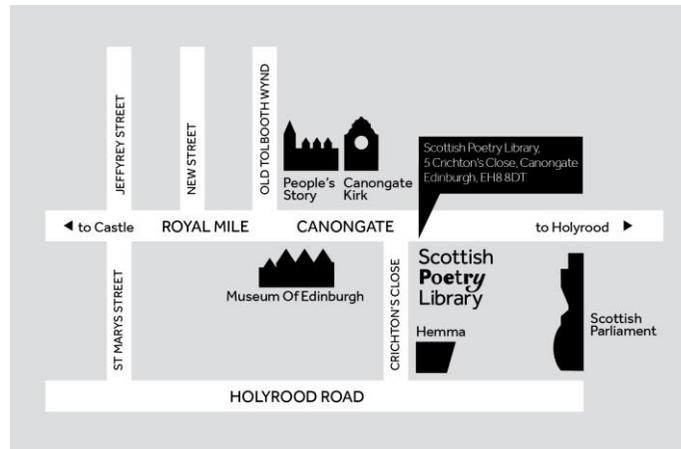
We are located centrally in Edinburgh just off the Canongate in Crichton's Close. Nearby places of interest include Holyrood Palace, the Scottish Parliament, Dynamic Earth and Arthur's Seat.

Waverley Station is about 10 minutes' walk from the Library (via Market St and New St).

The nearest parking is at Dynamic Earth.

The Scottish Poetry Library is the only purpose-built, independently constituted poetry library in the UK. The building was opened in 1999, then extended and refurbished in 2015. It houses lending and reference collections of Scottish, UK and international poetry; borrowing is free. The SPL runs a lively events programme and its website is a major resource for Scottish poetry in particular. It works with schools and in community settings.

Scottish charity no: SCO23311



Booking Our Venue: The Space The Mezzanine The SPL

Scottish Poetry Library

Bringing people
and poems together

The Space

Full day: £200

By the hour: £30

The Space is our workshop/meeting room on the ground floor of the Library. It can be set up in various configurations, for instance:

Lecture: 20 seats in rows

Workshop: 20 seats in a circle

Classroom: 12 seats at 6 small tables

Boardroom: 16 seats at 1 large table

The Space can meet your audio-visual and online needs via our free internet access, wall-mounted LED screen, connecting lectern and audio amplification and recording as required.

The Mezzanine

Evening weekday (excluding Monday): £150

Saturday afternoon: £150

Saturday evening event: £250

The Mezzanine is our large events space on the first floor of the Library. As the SPL is open plan, this space is only available outside normal opening hours. With chairs in rows, **The Mezzanine** can easily accommodate up to 50 audience members. Seating for smaller groups can also be arranged in different formations, for instance in a circle or arc for more conversational events. We can provide a projector and screen or wall projection in this space, as well as microphones, amplification and audio recording.

Discounts

Poetry publishers receive a 20% discount on all hire costs.

SPL Friends receive a 10% discount on all hire costs.



The SPL

Prices on request.

Parties, Book Launches, Away Days, Retreats and more!

You might have a larger or more unusual event in mind and we are happy to discuss ways of using the entire Library, including the terrace and ground floor.

Have a look at our events programme for inspiration:

www.scottishpoetrylibrary.eventbrite.com

Access

The Scottish Poetry Library has a ground-floor entrance and a lift that provides access to all three floors of the building. There is one adapted toilet on the basement floor.

Guide and hearing dogs are welcome.

If you require our portable hearing loop, please let the person at reception know.

Contact Us

To hire one of our spaces or for more information, please contact reception@spl.org.uk or 0131 557 2876, and find out more at: www.scottishpoetrylibrary.org.uk

facebook.com/scottishpoetrylibrary

@byleaveswelive



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