

the exchange

2023 VENUE HIRE INFORMATION

The Old Library,
Walnut Tree Road
Erith DA8 1RA

theexchangeerith.com



the exchange

WHERE PEOPLE MAKE, AND
MAKE THINGS HAPPEN.

The Exchange is a unique craft organisation, based in a Grade II listed old library, where creativity and community is inspired every day.

We offer not only warm and inviting spaces for your private events, but also craft-focused packages, where every detail has been carefully thought through.

Explore our offer and if you have any questions or want to enquire about a date, please get in touch.

An overview of our offer:

- The Learning Room 15 - 30 people
- The North Room 30 - 60 people
- The Town Square 120 - 160 people

Our spaces are suitable for weddings as well. Please download the Wedding Venue Hire document from our website, or get in contact for more details.



THE LEARNING ROOM

The Learning Room was once the living room and kitchen for the Librarian. The room is light and spacious, ideal for meetings, smaller presentations and creative or business workshops. It is available for hire from Wednesday to Sunday and includes use of a projector and screen.

CAPACITY

Conference	15
Theatre Style / Standing	30
Workshop	15

RATES*

Weekday morning or afternoon hire	£180
Full weekday hire	£270
Evening / Weekend morning or afternoon hire	£200
Full weekend day hire	£320

**All prices are exclusive of VAT*

**All prices include support from a Duty Manager for your event*

CATERING

Catering in The Learning Room is provided by The Bookstore, our café restaurant. Please get in touch for more info on our catering packages.



THE NORTH ROOM

This space was originally the “News Room”, where people would come to read the papers and get informed. This larger space is ideal for larger presentations and work events, and medium sized gatherings. It is available for hire from Wednesday to Sunday and includes use of a projector and screen.

CAPACITY

Standing	60
Conference	30
Theatre Style	50

RATES*

Weekday morning or afternoon hire	£260
Full weekday hire	£450
Weekend morning or afternoon hire	£300
Full weekend day hire	£500
Evening hire	£300

**All prices are exclusive of VAT*

**All prices include support from a Duty Manager for your event*

CATERING

We currently do not offer in house catering, but can put you in touch with our Approved Caterers on request.



THE TOWN SQUARE

For larger gatherings and celebrations, you can hire our main space, The Town Square. This includes The North Room, the adjoining room; The Garden Room and access to our Garden. This will provide you with the main public spaces on the ground floor at The Exchange – these were previously the heart of the library and remain the heart of our community used weekly as a public space.

You will have private access to the main stepped entrance, as well as private accessible entrance and private use of the south terrace and east garden.

CAPACITY

Standing	150
Banquet Style	120
Theatre style	120

CATERING

Catering must be provided by one of our approved suppliers.

SOUND/LIGHT

AV support must be provided by one of our approved suppliers.

RATES*

Wed or Thu (9am – 5pm)	£2,000
Wed or Thu (5 – 11pm)	£1,650
	or £280 per hour hire, minimum 4 hours.
Wed or Thu (9am – 11pm)	£3,500
Fri, Sat or Sun (9am – 5pm)	£2,200
Fri, Sat or Sun (5 – 11pm)	£1,925
Fri, Sat or Sun (9am – 11pm)	£3,800

**All prices are exclusive of VAT*

**All prices include support from Duty Managers for your event
Please note - for weddings, we have a different package. Please download the Weddings PDF or get in touch for more info.*

