



## Information Sheet - Library and meeting rooms

Our Library always has spaces available for independent reading, writing and quiet study during opening hours, just show up. Please apply if you require space for a meeting or group activity that needs sole use of a room. We have a number of meeting rooms accommodating from 2 to 12 people.



Our large meeting room, Seat #12 and the Library. © Photos Pau Ros

Opening Times: The building is open from 9am–7pm, Monday to Friday.  
The Library is open 1pm–6.30pm Monday to Thursday.

Spaces: Our large, bright Library is accessible to the public during Library opening times and has various places to read, write and think. Our meeting rooms are on the same level as the Library. All three of the meeting rooms are connected, with the smaller rooms only accessible through the large meeting room. Please be aware of this if you are planning to use multiple rooms.

Our large meeting room is well suited to accommodating board meetings or other large meetings of up to 12 people (currently 6 people with social distancing). The room is furnished with a large table and chairs as well as a large monitor connected to a laptop, available for use with prior agreement. You can alternatively connect your own laptop.

The medium meeting room can accommodate up to 10 people (currently 6 people with social distancing) in a less formal style. This room does not have technical provision.

The small meeting room is ideal for small meetings of up to 4 people (currently 2 people with social distancing) and is equipped with a large monitor connected to a laptop, available for use with prior agreement.

Seat #12 is an artwork by German artist Jenny Brockman. The interactive sculpture presents an alternative setting for a meeting or group discussion. Up to 12 people (it works best with an even number and at least 6 people) collectively balance the

**Goethe-Institut London**  
50 Princes Gate  
Exhibition Road  
London  
SW7 2PH

T: +44 20 7596 4000  
Info-london@goethe.de

[www.goethe.de](http://www.goethe.de)



sculptural seat throughout the conversation. It is not difficult but does require a certain attentiveness to the conversation and empathy with fellow participants.

Ventilation: The Library and all three meeting rooms can be ventilated by fresh air through the windows.

Light: the rooms can be semi-darkened by blinds if viewing things on screen.

Wifi: There is free wifi throughout the building, please contact reception for login details.

Access: The Goethe-Institut London is an accessible building. Please make us aware of any access requirements during the booking process.

Opening times: Our meeting rooms can be available outside of Library opening hours with prior arrangement.

Facilities: Bathroom facilities are located on the same level. There is a vending Machine and a water fountain on level 2 outside our classrooms. Catering can be arranged directly with Stein's Berlin Café and Restaurant who are located on the ground floor.

Security: Our meeting rooms are not lockable so please be aware that any valuables are brought to the building at your own risk. There are lockers available near the bathrooms in the library if you want to store valuables.

Signing a more detailed agreement will be required before your visit is confirmed.

To contact us about our Open Haus spaces please go to [goethe.de/London/openhaus](https://www.goethe.de/London/openhaus) and fill in an enquiry form.

[www.goethe.de](https://www.goethe.de)

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