

PRSC Event Space Policies

Updated Nov 2019

Ethos

PRSC believes that a healthy society is one in which the citizens have space to meet, share ideas, perform theatre, exhibit art, create, debate, learn and dance together. Our Space provides an accessible and affordable cultural hub, a platform for grass-roots arts, a meeting room for political groups, a venue for community projects and a resource that is available to everyone. Priority is given to educational, cultural and political activities, and to events being run by (or aimed at) people who are otherwise at risk of exclusion.

In order to provide such a high quality venue at these low prices, we run a 'self-service' system. In advance of your booking you will receive an induction which will give you all the info you need to open and manage the space yourself without supervision from PRSC staff.

Venue Hire Fees

Evenings and weekends

- £20 per hour
- £85 for up to 6 hours
- £150 for a full day (collect the key the previous day and open & close the venue when you want).

Daytime weekdays (events finishing at 6pm or earlier, Mon-Fri)

- £15 per hour
- £60 for up to 6 hours

All bookings over 2 hours will involve an additional **£50 deposit** which will be refunded in full if the space is left clean for the next event (£10 will be taken from the deposit for every hour of staff time required to clean the space after an event).

For an additional fee of £10 per hour you can arrange to have a member of the PRSC staff team on-site to support your event.

Equipment Hire Fees

- 1x Small PA, with 2x mics and stands = £20 per event
- 1x Large PA, with 2 mics & stands = £50 per event
- 1x Lighting bar, with 3 spotlights and a DMX controller = £70
- 1x Lighting bar, with 3 spotlights = £40 per event
- 1x DMX controller = £30 per event
- Full music and lighting kit = £100

Access

Our venue is fully wheelchair accessible, but unfortunately our toilets are not. We are sorry about this and intend to adapt our toilets in the future when we continue to develop our building.

Facilities

Tea & coffee

A kitchen with tea and coffee making facilities is available to all event managers.

Please provide your own milk and put a coin in our donation pot for every hot drink served.

Licence

Our licence allows the sale of alcohol until 9pm and music etc to run until 10.30pm.

Licence extensions can be applied for if you want to do something a bit later (say until midnight on a Friday or Saturday), please get in touch if you are considering this option.

We are based in a residential neighbourhood and work hard to remain friends with our neighbours so we can't host really late or really loud stuff.

Alcohol

We can stock a bar for you to run and you can keep the profits

OR we can run a bar for you and keep the takings ourselves

Any event involving the sale of alcohol must be booked and agreed 3 weeks in advance.

Drinks prices – run your own bar

We will provide the following drinks, at the following prices on a sale or return basis.

Supplier	Drink	size/type	price (inc VAT)	Number in Fridge
Butcombe	Merlot	75cl Bottle	£6.30	6
Butcombe	Sauvignon Blanc	75cl Bottle	£6.30	8
Butcombe	Butcombe original bitter	500ml Bottle	£2.40	18
Lost and Grounded	Keller Pils	440ml Can	£2.50	30
Wiper and True	Kaleidoscope Pale Ale	500ml Bottle	£2.60	27
Thatchers	Thatchers Gold	440ml Can	£2.00	30

The last column shows the number of drinks available if the fridge is fully stocked.

Extra drinks can be provided on request.

Exhibition Space Hire

Short Term / Weekend Exhibitions.

For those wishing to run a short exhibition on a low budget, we can offer a weekend exhibition as follows:

- Install Friday day time - FREE
- opening night 6-9pm Friday - £60 (PRSC can provide a bar)
- Saturday / Sunday open 12-5pm - £70 per day = £140 total
- Sunday evening to take show down – FREE

Total fee for weekend exhibition is £200 including install, take down and opening night.

Extended Hanging Time

We are happy for artwork to hang on the wall of our venue for a week or two after the exhibition to be viewed by people attending our other events.

This offer is not available for free-standing artwork or for other exhibitions that encroach upon our floorspace and would hinder other events in the Space.

Artwork is left on display in the venue at the artists own risk.

Longer Exhibitions

For artists who want to run an exhibition for longer than a weekend, we can offer the Space for five days or over at £50 per day.

General Exhibition Terms and Conditions

To ensure the most affordable venue hire fees possible, the PRSC Space is not staffed. This means that an exhibition (or any event) can only be open if it is staffed by the event manager, or crew.

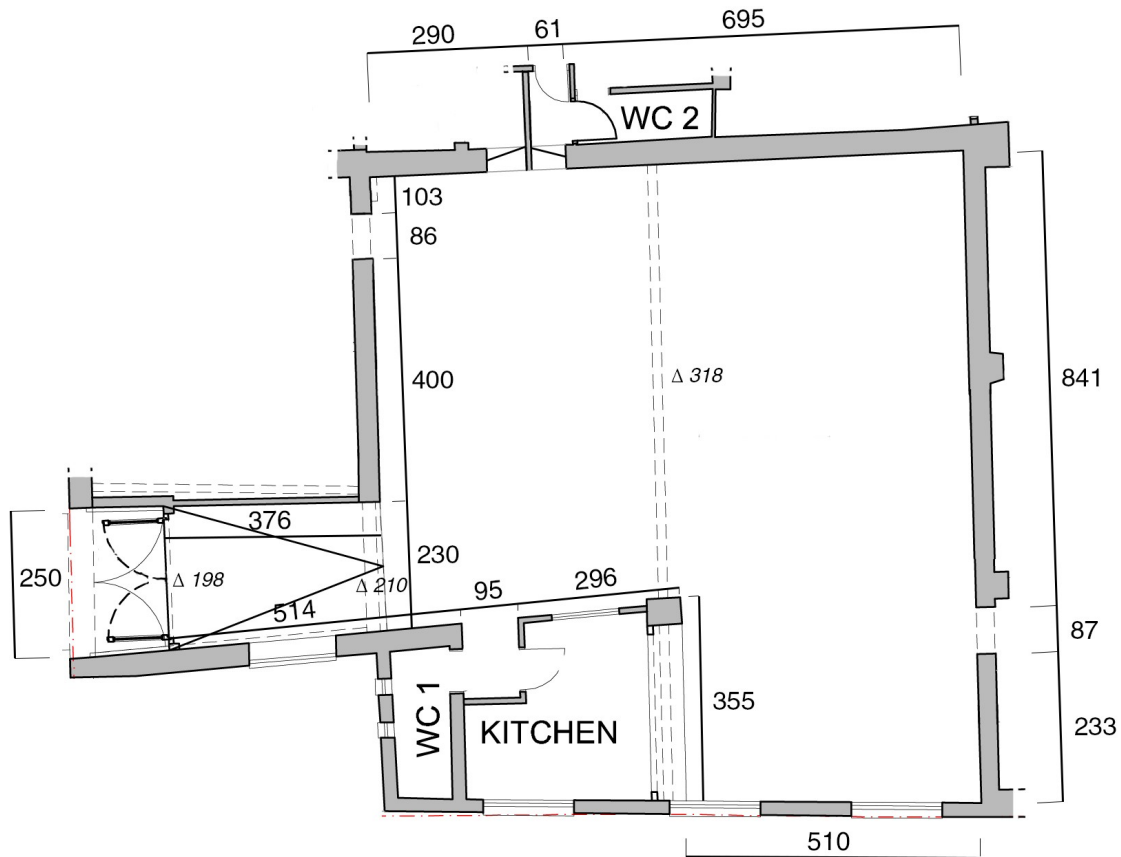
If you wish to book an exhibition PRSC will be happy to work with you to ensure the best fit between your art and the other events running in the Space.

While the staff and volunteers here will do what we can to look after any artwork left on site, PRSC is not responsible for maintaining art or for ensuring it's wellbeing and security.

Artwork is left at the PRSC Space at the artists own risk.

The Space

A floor-plan of the Space. Measurements given in cm.



Booking

If this all seems acceptable, you can check our availability and make a booking here:

<https://prsc.org.uk/the-space/>

Or for more info email us at: events@prsc.org.uk

Next steps

Once a booking has been made you will receive an invoice for the full amount of your event hire fee (including any equipment hire).

Your booking will be fully confirmed once this invoice has been paid.

Once the booking is confirmed a date will be arranged for an induction session (how to open up & lock up, where the light switches are, how to use the equipment, what to do in case of emergency etc). Once you have been inducted you will be ready to roll.