

PRSC Event Space Policies

Updated Jan 2023

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, set up and manage the space yourself without supervision from PRSC staff.

Venue Hire Fees

Evenings and weekends

- £25 per hour
- £100 for up to 6 hours
- £175 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)

- £20 per hour
- £80 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 (£10 will be taken from the deposit for every hour it takes to clean the space after your event).

For an additional fee of £12 per hour you can hire a member of the PRSC crew to support your event.

Equipment Hire Fees

- 1x Projector £20
- 1x Small PA, with 2x mics and stands = £20 per event
- 1x Small PA & projector for film screenings = £40 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

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 (PRSC can provide a bar)
- Saturday / Sunday open 12-5pm
- Sunday evening to take show down – FREE

Total fee for weekend exhibition is £350 including install, take down and opening night.

Longer Exhibitions

Exhibitions can be extended at a cost of £100 per day.

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.

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 its wellbeing and security.
- Artwork is left at the PRSC Space at the artists own risk.

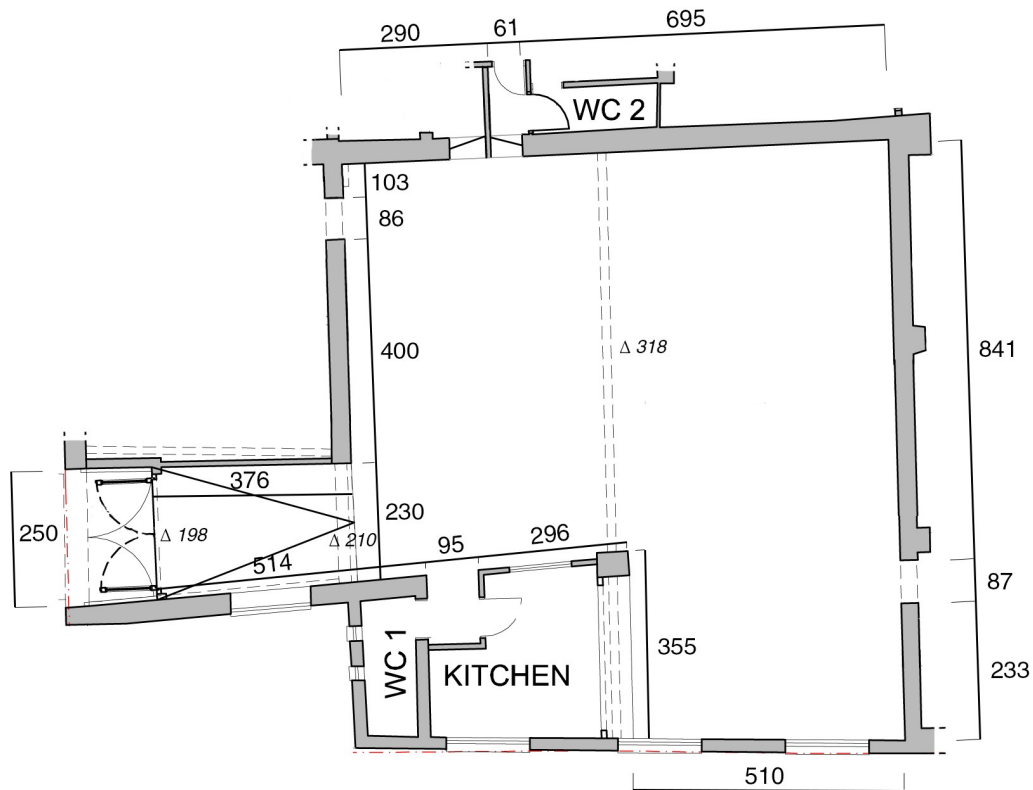
Capacity

Our venue can host the following numbers of guests:

Seated: 75 Standing: 100 Seated at tables: 50

The Space

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



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.

Licensed Bar

On request we can open a bar for your event and provide local drinks at affordable prices.

- 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.

We stock the following locally produced drinks: Kaleidoscope Pale Ale from Wiper & True, Keller Pils from Lost and Grounded, Butcombe Original from Butcombe and Revolution from Ciderhead.

We also stock bottles of Merlot & Sauvignon.

Our license prohibits the sale of spirits or anything stronger than wine.

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.

Cancellation

A non-refundable deposit of 50% total booking cost will be retained if you cancel the event 14 days or less before the booking date.

A non-refundable deposit of 100% total booking cost will be retained if you cancel the event 3 days or less before the booking date.