

PRSC Event Space Policies

Updated May 2024

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

- £30 hourly rate
- £120 for up to 6 hours
- £210 for a full day

Daytime weekdays

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

- £25 hourly rate
- £100 for up to 6 hours

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
- Opening night 6-9pm Friday (We will provide a bar)
- Saturday / Sunday open (You must staff this yourselves)
- Sunday evening to take show down
- Total fee for weekend exhibition is £400 including install, take down and opening night.

- Exhibitions can be extended at a cost of £100 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 event can only be open if it is staffed by the **inducted event manager**, or crew.
- 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 condition and security.
- Artwork is left at the PRSC Space at the artists' own risk.

Security and Cleaning Deposit

All bookings will involve an additional **£50 deposit** which will be refunded in full if the space is left clean (£11.50 will be taken from the deposit for every hour it takes to clean the space after your event).

Clean means:

- Washing up done
- Surfaces wiped
- Floor clean
- Rubbish in correct recycling bins
- No marks on walls or floor
- Equipment undamaged and left neatly
- Furniture put away - this means chairs stacked properly, not thrown onto the shelves and
- Key returned

We may also keep your deposit if we can see that you have breached our other terms and conditions – for instance if you have illegally sold alcohol, or left furniture in front of fire exits.

For an additional fee of £15 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
- 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

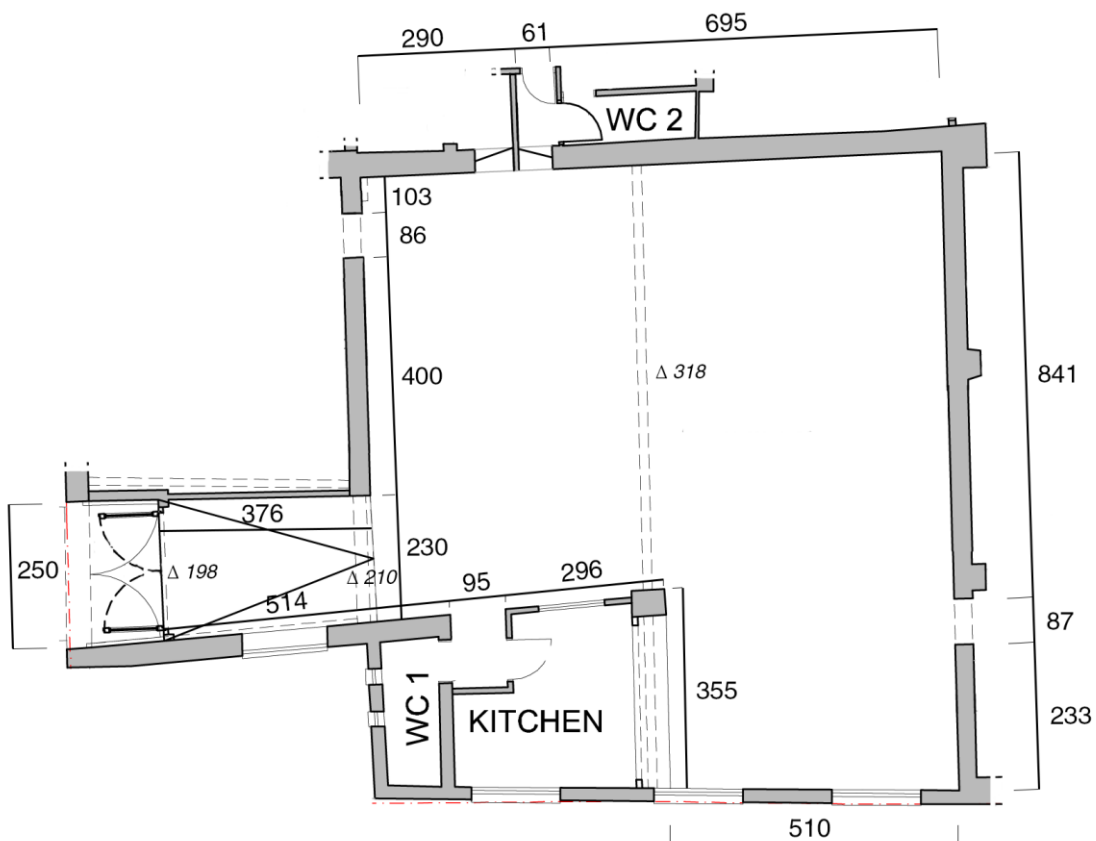
Capacity

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.

Licenced 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 11pm.
- 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 Thatchers Gold from Thatchers.

We also stock bottles of Merlot & Sauvignon.

Our license prohibits the sale of anything stronger than wine.

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.

Terms and Conditions of Hire

Event Hosts must complete a Health and Safety induction before the event.

Event hosts must be clear on:

- Location of first aid kit

- Fire exits, fire assembly points, and evacuation procedures
- Location of toilets

It is the responsibility of the Host to inform others in their group of health and safety procedures:

No naked flames are allowed within the building

Smoking is strictly prohibited in the building.

The recreational use of any drugs is strictly prohibited in the building

No additional lights or other electrical equipment, or extension from the existing electrical system shall be added without the permission of PRSC staff. Any electrical equipment must PAT tested with appropriate labelling prior to use

Fire escapes must be kept clear

Do not prop or leave fire doors open for any period of time

We are very happy for people to come decorate and make art. However, please leave Space clean and tidy! We will have to charge you if we find smears of paint on our lovely white walls.

PRSC have the right to charge for any theft or physical damage made to equipment, property, or premises during the hire period

Event Host Personal Responsibility

The Event Host must be over 18 years old

It is the responsibility of the Event Host to insure against theft, loss or damage of equipment, or personal injury to themselves or any group of people for which they are responsible. PRSC will not be held liable for any claims in respect of damage, loss or injury other than those arising out of the act or omission of PRSC and its members

The Event Host should make their own arrangements to make sure their event is appropriately risk assessed and has adequate insurance cover. The Event Host may be required to present evidence of their own public liability insurance in advance

The Event Host must ensure that the venue capacity is not exceeded at any time during their event.

The Event Host must be **sober and capable of dealing with an emergency** at any time during the event

The Event Host must ensure no person under 18 is allowed into the building unsupervised

The Event Host is responsible for making sure the room is safe to use before use. This includes (but is not limited to):

- Walkways and fire escape routes should be clear,
- The floor should be clear of trailing cables and other obstructions.
- There should be no spillages or condensation which could cause slips.
- There should be no objects hazardously leaned against walls which could fall.

If you find the room in an unsafe condition at the beginning of your booking, please contact a PRSC member of staff to rectify the situation.

Stop using a room that becomes unsafe during the booking.

Any concerns or incidents should be flagged to us right away so that they can be logged.

Clearing out

- The host must clear down the Space **back to its original state immediately after the close of the event**
- This means that the floor and walls are clear, the washing up is done, the surfaces are wiped, the rubbish is in bins, the equipment is left neat and undamaged, and the furniture is put away properly.
- Any rubbish must be binned or removed
- It is the responsibility of the host to leave at the agreed time

Alcohol

Sales of alcohol must be within the constraints of our license. You may not sell your own alcohol using our bar facilities.