

## Venue Hire – Frequently Asked Questions

### 1. What spaces can I hire?

You can hire the following spaces individually or hire a combination of the three areas.

- a) Space One (subject to current exhibition)
- b) Gallery Café (up to 100 people standing/40 seated)
- c) Rooftop Bar (Only available up to 9pm). This area is accessible by either stairs or a lift. (up to 60 people standing)

### 2. What is included in the hire fee?

- a) Use of the Venue.
- b) Use of the Venue sound system.
- c) Use of the Venue's Audio-Visual (AV) equipment. Inclusive of LED lights, DJ decks, and PA systems.
- d) Hire of the Venue bar and staffing.
- e) There will be a first aid kit behind the bar.
- f) Lighting equipment, including disco ball, LED lighting, and general lighting.
- g) Sound equipment, including wall mounted speakers, integrated sound system (AUX cable access).
- h) Use of power.
- i) Use of available IT network Wifi.
- j) Access to and use of toilet facilities, including disabled toilets and baby changing facilities.

**Use of our kitchen and kitchen equipment is NOT included in the hire and is NOT permitted.**

### 3. How much does it cost to hire the different areas (prices quoted include VAT)?

	<b>Total Cost of Hire</b>
Wedding (Full Day) – Café Bar and Rooftop Bar	£1500
Wedding (Evening) – Café Bar	£300
Party – Café Bar	£250
Corporate party – Café Bar	£300
	<b>Hourly Rate</b>
Corporate Event (Daytime) Café Bar or Rooftop Bar	£50
Charity rate/Artist (Daytime) – Café Bar or Rooftop Bar	£25
Charity rate/Artist (Evening) – Café Bar or Rooftop Bar	£35

Subject to Exhibitions you can hire Space 1 and/or Space 2 for the following additional cost:

Space 1	£100
Space 2	£100

There will be a damage deposit of £150 if using our equipment or if there is a higher risk of property damage which is refundable. The Damage Deposit will be returned within 21 days of sign off after the function if Absolutely Cultured are satisfied with the condition of the Venue. If, however, damage is incurred or the condition and cleanliness of the Venue is unsatisfactory, you will be contacted and the deposit retained by Absolutely Cultured.

**4. When do I have to pay?**

You must pay the booking fee within seven days of receipt of an invoice. This payment is non-refundable and will secure the venue on the date(s) required by you.

**5. Can I 'put money behind the bar'?**

A tab can be left behind the bar for the bar bill utilising a valid credit/debit card or cash but **MUST** be paid on the day/night of the hire.

**6. Can I use my own music playlists?**

Yes, you can share your Spotify playlist with 'Absolutely Cultured Gallery'.

**7. Are children allowed?**

Yes, but the conditions of our Licence mean that children must leave the premises by 9pm.

**8. When is 'Last Orders'?**

Last Orders will be called at 11pm.

**9. Can we smoke anywhere on the premises?**

We do not allow smoking, which includes the use of electronic nicotine delivery devices such as e-cigarettes, e-pipes and similar, anywhere on our premises, which includes the Roof Terrace; however, you can smoke outside on Humber Street. Please do not discard cigarette butts on the pavement; use the receptacles provided.

**10. Are we allowed to decorate the premises?**

You must discuss what decorations you intend to bring on site with the Venue Manager prior to the event. Any decorations must not negatively impact on the café/gallery operations. Any decorations installed and removed by you must be done without damage to the venue.

You are allowed to decorate the areas booked within the hire. We would expect you to arrive one hour prior to the commencement of your booking to carry out any decoration.

**11. What are the arrangements if we are using our own caterers?**

We will need the name of your caterer and they must be registered with the Environmental Health Office. Catering can be dropped off during the day of your hire and will be held securely BUT NOT REFRIGERATED. Alternatively, catering can

be dropped off one hour prior to the commencement of your booking. We do not allow any cooking on site.

**12. Do you supply wedding/event tablecloths/chair covers/crockery?**

No. We ask you to decorate and supply crockery.

**13. What time do we have to leave?**

The lights will go on at 12.00am and the venue will need to be vacated by 12.15am.

**14. What are the arrangements for bringing our own equipment?**

You should discuss any equipment you wish to bring to the event with the Venue Manager prior to the event. Any electrical equipment must be PAT tested. No equipment will be allowed on the premises that may cause damage to the premises or exhibitions.

**15. What are the arrangements if I want a DJ or a Band?**

If asked we can recommend a DJ, but any arrangements made are between you and the DJ. The DJ must have PLI and all equipment must be PAT tested. If you book a band to play, a representative of the band **MUST** visit the venue prior to the hire to view the space and to discuss any health and safety aspects in respect to the band setting up/taking down equipment. All band equipment must have PLI and be PAT tested.