

Coventry Artspace Limited: Community Space Hire Fees and Terms



Area for Hire	Member Day Fee (8 Hours)	Non-Member Day Fee (8 Hours)	Member Half Day Fee (4 Hours)	Non-Member Half Day Fee (4 Hours)	Member Evening Fee (4 Hours)	Non-Member Evening Fee (4 Hours)
Community Room	£30	£45	£15	£25	£15	£20
Kiln (Per Firing)	£12	£20				

- Corporate Rate (non registered charities and larger organisations): £40 per half day, £70 per day
- Half day timings are: 8am – 12.30pm, 1pm – 5.30pm, 6pm – 10.30pm
- **The Members' Area** is available for hire for meetings or training at £10 per hour (£5 per hour for Registered Charities)
- All charges are subject to a 10% discount for block bookings made for 5 weeks or more and paid in advance.
- All bookings are subject to availability.
- All users will be required to adhere to health and safety guidelines and to sign a room hire agreement available from Artspace Company Secretary Jackie Stevens.
- Kiln use is subject to booking with Company Secretary Jackie Stevens.
- Facilities include: Tables (10) and padded chairs (25), plastic chairs for external use, OHP projector where required, secure wireless internet connection, gas space heater, sink area, electricity sockets, BabyDan Hexagonal play-pen where required, access to fridge, microwave and toaster. A Photocopier and telephone is available upon request and is subject to charge. Artspace reserve the right to introduce and review charges for these facilities at a later date.
- Material bookings may be made through Artspace subject to availability and payable via invoice. Please contact Jackie Stevens for more details.

To make a booking please contact Jackie Stevens, Coventry Artspace Limited, 16 Lower Holyhead Road, Coventry, CV1 3AU.
Email: jackie@coventry-artspace.co.uk **Telephone:** 02476 553 533 **Web:** www.coventry-artspace.co.uk