

Office Use Only

Signed hire agreement received

PLI received

H&S Briefing Booked

H&S Briefing completed

Payment received

Arc Centre Booking Form for hire of the venue.

Please complete the following and return it to amy@arc-centre.org

Name:

Contact number:

Contact email:

Activity/event:

Date:

Time:

Space (circle)

Main Studio: (main studio): 2 hours (£25) / Half Day (£35) / Full Day (£60)

Gallery: 2 hours (£25) / half day (£35) / Full Day (£60)

Mac Suite: £20 per Mac, per day.

Please note: your booking is not confirmed until you have returned this form.

If you have any queries, please give us a ring on 0161 480 7731 and we'll talk through your requirements.

Is there any equipment/resources or source material you are asking participants to bring? Please note any electrical equipment over 12 months old must be PAT tested.
Equipment
Tables : Please draw/indicate layout
Chairs: Please draw/indicate layout
Refreshments: Please indicate how many people, and times you would like refreshments served.

Tea and coffee (50p per head, per serving):
Tea, coffee and biscuits (£1 per head, per serving):
The following can be provided as part of the hire fee – please indicate if you require any. If you haven't pre-booked equipment it may not be available on the day.
Light Box
Extension lead (s) – please indicate number
Easels (10 available) – please indicate number
Scalpels, cutting mat, metal rulers
The following can be provided at additional cost - please indicate if you require any. If you haven't pre-booked equipment it may not be available on the day.
Use of a sewing Machine - £10
Use of a badge maker and components - £25
Use of a heat press (paper not supplied) - £10
Use of a Mac - £20
Flip chart and pens - £7.50
Drawing paper (20 sheets of A3) and pencils - £7.50
Photocopies and printing are available on the day at a cost of 10p per A4 sheet and 15p per A3 sheet.
If there is anything else we can help you with please do contact Amy Whitehead – amy@arc-centre.org .

If you are bringing your own equipment you can park at the rear to drop anything off.

There is a limited amount of space to store equipment so please talk to Amy Whitehead (amy@arc-centre.org) to arrange storage and access.