

Office Use Only

Signed agreement received

PLI received

H&S Briefing Booked

H&S Briefing completed

Invoice sent

Arc Centre Booking Form for hire of the venue.

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

Name:

Address (for invoice):

Contact number:

Contact email:

Activity/event:

Date:

Time:

Space (circle)

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

Mac Suite : One machine (£20 per day + printing)

Full suite (please contact us to discuss prices)

For Ceramics studio bookings please contact info@arc-centre.org

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.

Please complete the reverse of this form with your requirements.

Is there any equipment/resources or source material you are asking participants to bring?
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 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 – info@arc-centre.org .

If you are bringing your own equipment you can park at the rear to drop anything off. Please ring 0161 480 7731 when you arrive and we will open the gate.

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