

Allendale Forge
Studios

EVENTS

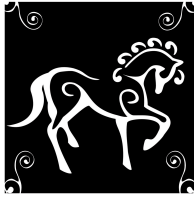
Allendale Forge Studios offer tailored packages to suit every occasion and type of event for our clients. Whether you are a business looking for video conferencing facilities and secure business broadband, requiring a central meeting place for colleagues and your clients, or you want a light, airy and tasteful space for an intimate family occasion, Allendale Forge Studios can accommodate your needs. The unique and adaptable nature of the spaces we have allows us to shape every aspect of your event to create a really special occasion.

The gallery, with its proximity to the café, is a lovely space for that special family occasion. It can also seat up to 40 people in theatre style seating with an overhead digital projection system that is ideal for giving talks or presentations. It is equally suitable for business meetings, creative demonstrations and workshops. The space includes a hearing loop system.

Alternatively, Studio 11 also has video conferencing facilities, secure business broadband, and a hearing loop system. This room can also accommodate up to 40 people in theatre style seating or up to 10 people in a workshop. This space has access to water and is therefore ideal for creative workshops where access to water is essential. Please get in touch with the Arts Project Coordinator on 01343 683975 or email info@allendaleforgestudios.co.uk

GALLERY | STUDIO 11

Allendale Forge Studios | Allendale Market Square | Allendale | NE47 9BD
T: 01434 683975 | E: info@allendaleforgestudios.co.uk
www.allendaleforgestudios.co.uk



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RATES

Each quote and package we offer is tailored to your individual requirements, but here are some guide prices for the spaces. For a more accurate quote and more information, please get in touch with us on 01434 683975 or email info@allendaleforgestudios.co.uk.

GALLERY

Off Peak (week days)

Hourly £15 per hour | Minimum hire 2 hours

Half Day | 9 – 1pm | £54

Full Day | 9 – 5pm | £96

Peak (Friday/Saturday/Sunday/Evenings)

£20 per hour | Minimum hire 2 hours)

Half day | 9 – 1pm | £72

Full Day | 9 – 5pm | £128

STUDIO 11

For creative workshops

£10 per hour | minimum hire 2 hours

Half day | 9 – 1pm | £40

Full day | 9 – 5 pm | £80

For business meetings, video conferencing and corporate events, the Studio 11 hire rates are as per the gallery.

Teas/coffees and catering are additional in all instances.

Prices include VAT.



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TERMS & CONDITIONS

We want you to enjoy your event and therefore it is important that you fully understand what has been agreed. These terms and conditions set out the detail of issues such as payment arrangements and what happens if you need to cancel. Please read these terms and conditions carefully. They must be signed and returned to Allendale Forge Studios to confirm your booking.

EVENT

1. In specifying the date and times in any enquiry please include an allowance for set-up and clear-down of equipment, seating and decoration (as appropriate).
2. Allendale Forge Studios will only confirm bookings after receiving a non-refundable deposit of 25% of the quoted venue hire fee and a signed copy of these terms and conditions.
 - 2.1. **Workshop bookings in Studio 11 must be paid for in full in advance.**
3. Cancellations made 14 days prior to the event will incur a further 25% of the hire fee, up to 7 days a further 25% and up to 1 day 100% of the venue hire charge.
 - 3.1. If you cancel a workshop or demonstration you must do so at least 4 weeks before the workshop's start date to allow us time to fill the space if we can.
 - 3.2. There will be a charge of 50% of the room hire fee to cover our costs.
 - 3.3. Workshop cancellations with 4 weeks or less notice will not be refunded unless Allendale Forge have been forced to cancel for reasons beyond our control.
4. The final details of the event (such as final timings, menus, special requests and guest numbers) must be confirmed at least 7 days before the event.
5. Bookings are accepted on the basis that Allendale Forge Café & Bakes will provide all the catering – please see CATERING for details.
6. Payment terms are as follows:
 - 6.1. 25% of the venue hire charge on confirmation of the booking and signing the terms and conditions.

- 6.2. The remaining 75% of the venue hire charge, catering and refreshments 7 days before the event.
- 6.3. 100% room hire rate for workshops on confirmation of the booking and signing of the terms and conditions.
- 6.4. Any extra catering, refreshments and services not previously agreed will be invoiced after the event.
- 6.5. Payment can be made by BACS to:
AFS SORT CODE: 08-92-99 ACCOUNT No: 65362330
Please use the following code to identify your payment: (Your organisation's initials followed by) - Venue Hire
Alternatively you can pay by credit or debit card over the phone : 01434 683975

7. All prices quoted are inclusive of VAT.

8. We can allow access to the space for set up/decoration one hour prior to the event start time. All events must finish by 5pm (or by 9pm for evening hire). Failure to do so will incur additional charges.

CATERING

1. All events held on the premises will be catered for by The Allendale Forge Cake & Bakes therefore you must not bring food and drink into the gallery unless specific arrangements have been made.
2. There may be a discretionary additional deposit of 10% for the catering costs depending on the event in question. Cancellations made 7 days prior to the event will incur a further 50% of the catering costs.
3. The final number of guests/clients must be confirmed at least 7 days prior to the event. If fewer people actually attend, there will be no price reduction.
4. All charges for catering, refreshments and any other services are in addition to the venue fee.

USE OF PREMISES

1. The hirer will have access to the room between the timings stated on the event form. (Usually one hour before and one hour after the actual event times). The event must end and the room be cleared no later than the finish time as stated on the event form.
2. Due to the fragile nature of Allendale Forge Studios properties, artwork must not be handled and if any damages do occur the hirer will be charged in full.
3. Allendale Forge Studios maintain a responsible drinking policy. We expect all attendees to show restraint and respect. Failure to do so will result in ejection from the premises.

LIABILITY & INSURANCE

- 1. The Allendale Forge Studios is covered for public liability of up to £5 million.
- 2. Artists and crafts people running workshops must have their own public liability insurance cover to the same level and must supply a copy of their public liability insurance certificate.
- 3. The Allendale Forge Studios shall not be liable whether by negligence or otherwise for any loss of or damage to clients' items occurring on the premises.

CRB

- 1. For artists/craftspeople running workshops that involve children and young people you must supply a copy of your CRB check at the time you confirm your booking.
- 2. If an artist/craftsperson goes on to provide regular workshops aimed at children/young people they will be required to apply for a fresh CRB check under the umbrella of The Allendale Forge Studios Youth Project.

COMPLAINTS

Whilst we will always aim to ensure you are delighted with your event occasionally problems and misunderstandings do arise. We would encourage you to please raise your concerns as soon as possible so that we can resolve any issues you may have in a timely fashion.

PLEASE CONFIRM YOU HAVE READ OUR TERMS AND CONDITIONS AND YOUR ACCEPTANCE OF THEM WHEN BOOKING AN EVENT WITH US BY SIGNING AND RETURNING A COPY OF THIS FORM. BOOKING WILL NOT BE CONFIRMED UNTIL THIS HAS BEEN RECEIVED.

SIGNED..... DATE.....



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EVENT ENQUIRY FORM

EVENT DETAILS							QUOTE
CLIENT/ COMPANY NAME							
ADDRESS							
CONTACT EMAIL							
CONTACT TELEPHONE No.							
EVENT							
DATE							
START TIME				FINISH TIME			
No. OF PEOPLE							
WHERE	GALLERY			STUDIO 11			
CATERING							
EQUIPMENT	PROJECTOR + SCREEN		TV	DVD	VIDEO	HEARING LOOP SYSTEM	
ROOM LAYOUT	BOARD/ ROOM	THEATRE	SEMI- CIRCLE	SEMI- CIRCLE WITH TABLES	WK/SHOP WITH TABLES	LECTURE WITH TABLES	
NOTES							
TOTAL QUOTE							

DATE:	
STAFF INITIALS:	