



A guide to hiring the event space at Paintworks

**EVENT SPACE
at PAINTWORKS**



This unusual and flexible space offers a backdrop to creativity and seeks to stimulate, entertain, educate and refresh. We will include all public events on our web listings, so please supply event information, opening dates & times, and a good image after you have confirmed your event booking with us

Paintworks is the regeneration of 12 acres of industrial buildings along the banks of the River Avon to the south of central Bristol. Built in Victorian times as a wharf-side paintworks, the earliest stone buildings date from mid 1800's. Further redbrick additions were made throughout the nineteen twenties and thirties as the company continued to expand.

Original cobbled streets, arcades and courtyards have been brought back to life and Paintworks now comprises a mixture of live/work spaces, residential lofts and studio offices.

At the heart of this creative village lies the Bocabar and the cavernous exhibition/event space, where massive proportions and industrial ruggedness offer a lively local alternative to glitzy city centre bars and carpeted function rooms.



Gallery, performance and event space

This document provides potential exhibitors and event organisers with information regarding Paintworks and the application process for hire of the spaces.

Regarding exhibitions, once you have decided to proceed with your application, please submit a short CV, 100 word description of your proposed exhibition and two examples of work to be displayed.

Successful applicants will receive a formal hire contract for review and signature. An invoice will then be sent and payment should be made to Verve Events Ltd. Only once the deposit cheque has been received will dates be guaranteed. Every booking will require a damage deposit of £200. Please be aware that the event spaces are rented out as they are, additional lighting, sound systems etc must be arranged by the hirer.

Hire charges

Exhibitions

Exhibition prices are on application. We offer a limited number of reduced-price exhibition weeks per year, usually in off peak times, subject to availability. Off peak months are January, February and August.

Event hire

Private event

Commercial, ticketed event rate (9.00am - midnight)	£1,500
Private full day & evening hire (9.00am - midnight)	£1,250

Sunday-Friday (full day hire 9.00am-6.00pm)

Standard company hire for 70+ delegates	£950
Charity/Public Sector/Education or less than 70 delegates	£850
Half day hire (8.00am-1.00pm or 1.00pm-6.00pm)	£600

Weddings

The following rates apply for venue hire, furniture, set-up, white table linen and wedding coordinator for weddings in Paintworks event space:

Hire of space for 2 days (set-up day/ wedding day) without ceremony	£2,100
Hire of space for 2 days (set-up day/ wedding day) with ceremony	£2,350

All prices are plus VAT.

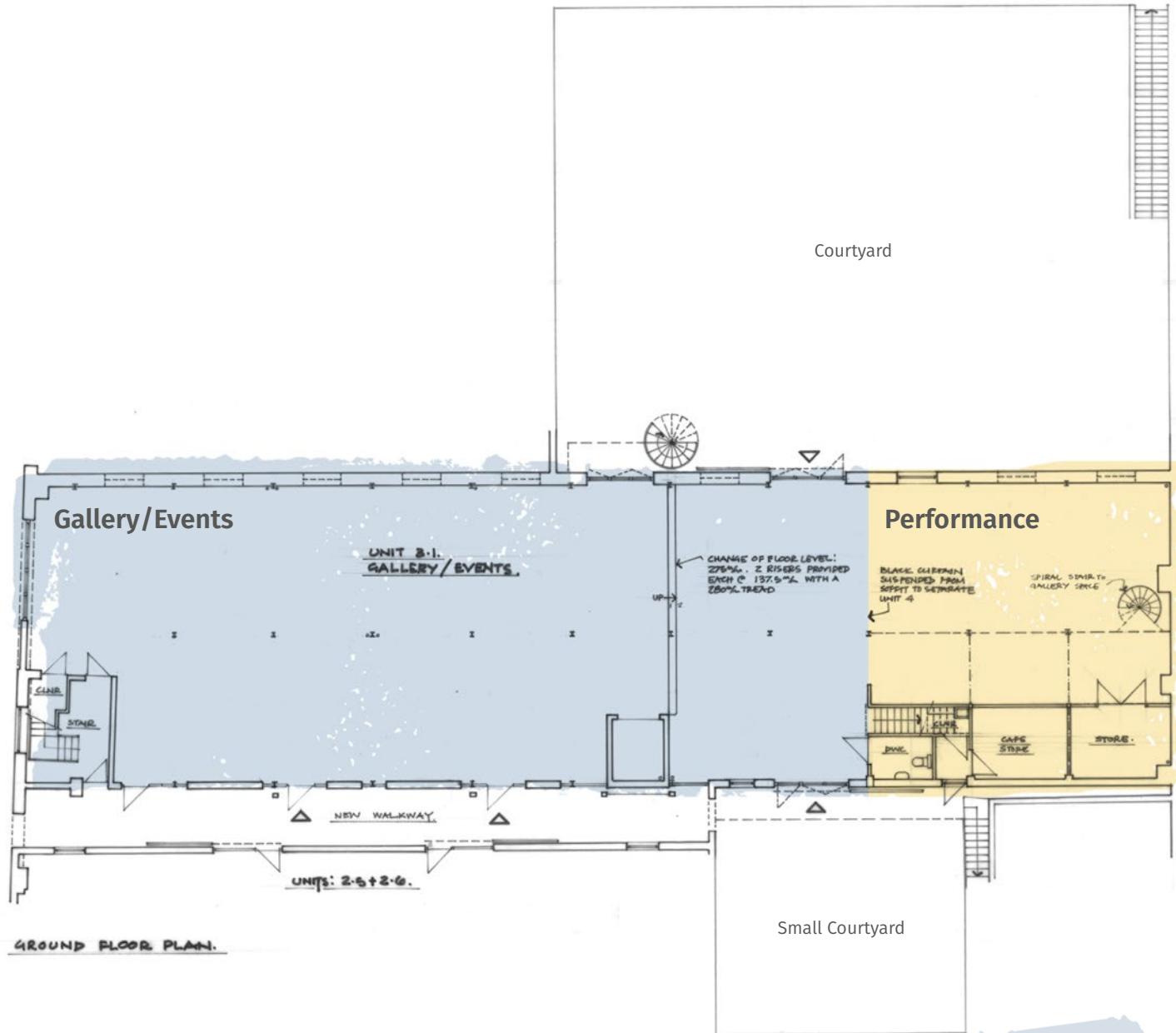
Prices correct as at January 2018.

We reserve the right to change our prices at any time.

For event and hire enquiries email:
natalie@paintworksbristol.co.uk or
michele@paintworksbristol.co.uk

Verve Events Ltd, The Airstream, Main Courtyard, Paintworks, Bath Road, Bristol BS4 3EH.

Telephone 0117 971 4320



Indicative floor plan only (not to scale)

Plan of Exhibition/Event Space

Ground floor exhibition/event space: 3,500sq.ft. (30m x 11m)

4.5m ceiling height, rugged concrete soffit with central steel columns and roof joists. Painted concrete and wooden floors with change of levels where indicated. Portable disabled access ramp available. Natural light from high level windows. Incorporates original brick lift shaft and double doors onto 4,000sq.ft. courtyard, which can be used with the hire space in the summer months.

Stairs from foyer area give access to toilets.

Theatre/Performance space on ground floor: 945sq.ft. (11m x 8m including optional seating area and with viewing gallery above)

Continuation of adjacent exhibition space but can be separated by black out curtain. Wooden floor. Some theatre lighting. Fits three or four rows of seats on ground level with viewing gallery above for additional rows of seats/standing. Windows at high level have blackout blinds. The theatre area of the space is suitable for showing films, video artwork, small theatre works, music performances etc.

Note: The gallery space can be heated by an industrial gas blow heater and there are twin electric sockets at the base of each perimeter column. The theatre is heated by electric wall mounted heaters.

Maximum loading of the roof girders throughout is 100kg/m.

Terms of hire



Payment

The payment of a non-refundable deposit of 50% of the total hire charge is required on signing the contract. The balance is due 28 days in advance of the Hire Period. If a booking is made less than 28 days in advance, the total fee is payable on signing the contract.

Failure to pay the final payment within the scheduled timeframe will result in your hire contract being cancelled and your deposit retained.

Cancellation

28 days or more before Day 1 of the Hire Period:

Deposit retained plus any additional expenses made on behalf of the Hirer are payable.

Less than 28 days before Day 1 of the Hire Period:

Total hire charge plus any additional expenses made on behalf of the Hirer are payable.

Once the hire contract has been issued, cancellations must be made in writing.

Insurance

Verve Events Ltd do not insure your exhibition. Whilst every reasonable care will be taken to ensure the safety of all items belonging to the exhibitor, Verve Events Ltd will not be liable for the loss or damage to any item brought into Paintworks at any time.

Public liability insurance must be arranged and a copy of the certificate provided.

Opening Hours

Exhibitions may open from 10.00am daily, with one late private view evening until 11.00pm per exhibition unless otherwise agreed.

Security

The site is protected by CCTV cameras and a minimum of one security guard 24 hrs per day. The safe locking of the hired space at closing time or whenever the exhibition is not invigilated, is the responsibility of the Hirer.

Installation and dismantling of exhibitions

The Hirer is responsible for hanging the exhibition. Hirers should come equipped with the necessary tools for setting up and dismantling their particular events, including any fittings, ladders, electrical extension leads, etc that may be required.

There is a simple hanging system provided around the perimeter of the spaces but other arrangements can be made by the exhibitor with due care and attention to the fabric of the building. No drilling or nailing is permitted without agreement.

There is no secure storage for equipment during the period of hire.

Access to the gallery for set up is from 9.30am on the first Tuesday of the Hire Period, unless otherwise agreed.

Clearance of the gallery must be completed by 3.00pm on the final Monday of the Hire Period.

It is the Hirer's responsibility at the end of the hire period to leave the exhibition/event space as found. Holes made in walls must be properly filled and sanded down prior to repainting with the paint supplied.

If a representative of Verve Events Ltd. deems it to be left in an unsuitable condition, the necessary remedial work will be carried out and a charge deducted from the damage deposit.

Invigilators

All hirers must ensure that exhibitions are staffed by an invigilator at all open times. Verve Events Ltd. reserves the right to close an exhibition if an invigilator is found not to be present.

To ensure the smooth running of the exhibition, exhibitors should create an invigilators' timetable with contact telephone numbers. This should be given to the representative of the Verve Events Ltd. at the time of handover of keys at the start of the Hire Period.

Large events may require a parking attendant.

Private View Catering

Catering and liquid refreshment for exhibitions and events at Paintworks can be provided by on-site caterers. Discussion of dates and requirements for any private views should be had before signing the contract.

Contact Natalie or Michele by email:
natalie@paintworksbristol.co.uk
michele@paintworksbristol.co.uk

Publicity and Marketing

The exhibitor is responsible for all marketing and promotional activities.

The Paintworks logo must appear on all publicity material. All artwork for the promotion of the exhibition or event must be submitted to Verve Events Ltd. before printing.

Verve Events Ltd. reserves the right to refuse any artwork for promotional material which it feels is unsuitable, of an offensive nature or against the interests of the company.

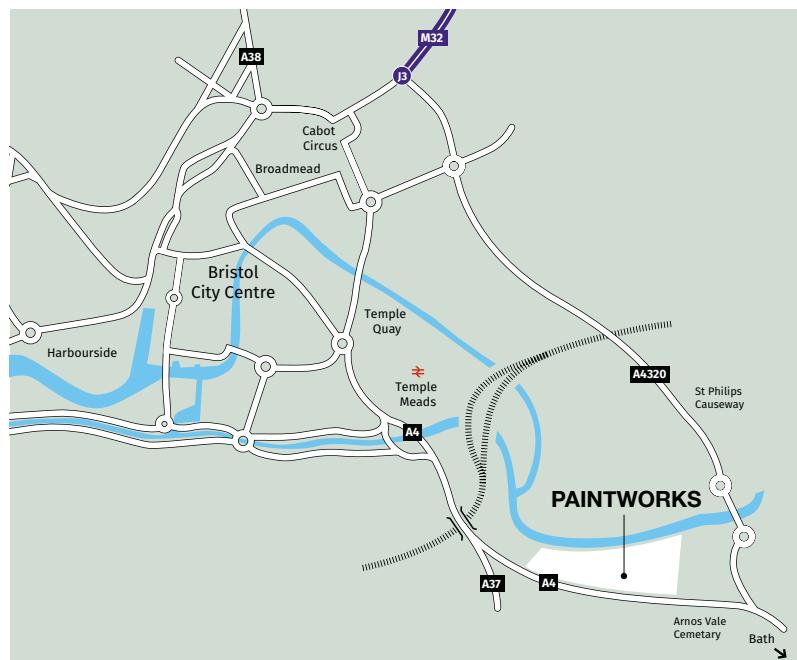
Transport

Paintworks is served by a number of buses running from the centre of Bristol harbour area, from Temple Meads station and between Bath and Bristol: 1, 57, 349 & X39. The Paintworks stop on Bath Road is located near the entrance to the site.

There is ample cycle storage within the site and limited visitor parking in designated areas for use by the café-bar and exhibition visitors.

There is disabled access to both floors and a disabled parking space on the ground floor immediately outside the event space on the river road.

Local taxi numbers for pick up from the site are: 0117 923 1515 and 0117 966 6800.



Contact Details

If you require any further information please contact Natalie or Michele at Verve Events:

natalie@paintworksbristol.co.uk
michele@paintworksbristol.co.uk

0117 971 4320

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