

Belfast Exposed (BX) Venue Hire Policy Terms and Conditions

Use of Facilities

Belfast Exposed facilities are for the use of voluntary, community or charitable organisations only for non-business, non-profit, purposes, i.e. charitable or community related matters or work associated with the voluntary and community sector.

Availability

Spaces are available to hire between 9.30am and 9.30pm, except the Reading Room, which is only available daytimes unless offered as part of a package booking.

Daytime Hours: 9.30am – 5.30pm

Evening Hours: 5.30pm – 9.30pm

Booking is subject to availability and priority is given to BX events and activities.

Confirmation by the Client

All bookings are considered as provisional until confirmed by BX staff and a completed booking form has been received, this can be sent by post or email.

Final set up, times, numbers, tea/coffee numbers and special requirements must be confirmed at least 2 days prior to the event.

Amendments or Cancellation by the Client

Should you have to cancel, postpone or amend your confirmed booking please ensure you give at least 3 days notice. If less than 3 days notice is given for cancellation or postponement then the full charge of the booking will be incurred. This may also include any food ordered. Should the Client make significant changes to the programme or the expected number of guests, this may result in amendments in the applicable rates and/or facilities offered by BX.

Amendments or Cancellation by BX

Should BX, for reasons beyond its control, need to make any amendments to your booking we reserve the right to offer you an alternative choice of facilities.

BX may cancel the booking:

- If the organisation booking does not fall within the criteria described under 'Use of Facilities'.
- If the client is in arrears of previous payments.
- If the client has failed to adhere to the terms and conditions outlined in this document.

Required information

In order for your event to run smoothly, we need as much information as possible. Please tell us about all your requirements prior to the event so that we can ensure that we have the staff and resources to meet all your needs.

In order to book a room you will have to provide the following information:

- The email/contact details of the person responsible and in attendance at BX on the day of the event (speaker/trainer/facilitator)
- Date and time of event
- Number of attendees/trainees
- Equipment requirements (equipment needs to be pre-booked in order to ensure availability)
- Tea/coffee requirements
- Set up of room (theatre, classroom, etc)

The capacity of rooms may vary according to room set-up, and this should be agreed at time of booking.

General

- Depending on the time of year and demand on rooms, BX reserves the right to amend the booking
- to a more appropriate sized room to meet room booking demand
- Prior to the event, trainers and facilitators are welcome to call to the premises to familiarise themselves with room layout or discuss any additional requirement with BX staff
- It is best to agree room set up prior to the event to ensure that all your requirements are met and
- your room meets your expectations
- Arrive early to the event to ensure the room is just how you want it. Staff will be happy to help with

- any last minute adjustments
- Water will be supplied as standard at all meetings and events, at no additional charge
- The Client is responsible for the cost of any damage or repairs caused to BX property by the client
- during the period of the hire
- On street car parking only

Evening Bookings

Evening bookings, which commence after 5.30pm, will still be charged the evening rate surcharge of £6.50 per hour from 5.30pm until the end of the event

- e.g. event takes place from 6.30pm to 8.30pm including set up and clear, client will be charged £19.50 evening rate as well as room hire costs.

Disclaimer:

- BX cannot accept any responsibility for loss or damage to your equipment, your personal property, or the personal property of your guests/participants.
- Clients must hold their own Public Liability Insurance and provide evidence thereof

BX VENUE HIRE RATES – Charity & Community Rates

General Information:

Spaces are available to hire between 9.30am and 9pm, except the Reading Room, which is only available daytime unless offered as part of a package booking.

Daytime Hours: 9.30am – 5.30pm

Evening Hours: 5.30pm – 9.30pm

Summary Terms & Conditions: Full Policy Terms & Conditions are set out above

- Clients must hold their own Public Liability Insurance and provide evidence thereof
- All set up and clear away time must be included in the total hire period and charged to the customer
- All hire rates include use of any of our available equipment (we can provide laptop, projectors, screen and flip chart)
- Wifi is also available at no extra cost
- Tea, coffee and biscuits is 65p per person
- On street parking only
- Prices are gross, BX is not VAT registered

Main Gallery: Base rate £75 per hour

Limited availability due to ongoing Gallery programme. Ground Floor: Seats 50 theatre style, 20 board room.

Exchange Gallery: Base rate £30 per hour

Limited availability due to ongoing Gallery programme. First Floor: Seats 25 theatre style, 10 board room. This is an open space, which other visitors to the organisation will pass through so it is not suitable for all types of events.

Studio/Workshop Room: Base rate £20 per hour

First Floor: Seats 12 boardroom style with a large table in the centre. Please note that a member of BX staff has a permanent workstation in this room.

Digital Suite: Base rate £30 per hour

First Floor: 6 workstations plus a tutor station equipped with a range of Mac computers (Microsoft Office, Adobe Photoshop and Lightroom software), projector, printer, scanner and flip chart.

Reading Room: Base rate £8 per hour

First Floor: small library space accessed through the Studio Workshop Area. Seats 6 board room style

Darkroom: Base rate per hour for Individuals £7/For Groups £40

First Floor: Fully fitted darkroom with 6 workstations

Package Rates are available for booking more than one space.