

# 2026-27 Craven Arts House Hire Rates

## 1. Short-Term Room Hire Rates

This matrix outlines the standard and discounted rates for short-term facility bookings.

### Commercial / Business Rates (Standard)

Space	Hourly Rate	1/2 Day (5 Hrs)	Full Day (10 Hrs)
Hall Hire	£60	£250	£450
Education Room	£32.00	£140.00	£250.00
Shop / Front Room	£32.00	£140.00	£250.00
Club Room	£32.00	£140.00	£250.00

### Charity / Non-Profit / Education / Members (30% Discount Applied)

Space	Hourly Rate	1/2 Day (5 Hrs)	Full Day (10 Hrs)
Hall Hire	£42	£175	£315
Education Room	£22.40	£98.00	£182.00
Shop / Front Room	£22.40	£98.00	£182.00
Club Room	£22.40	£98.00	£182.00

## 2. Discounts & Additional Info

- **Ongoing Hire:** Weekly/ongoing bookings are eligible for a **10% discount**.
- **Full Day Timing:** Full day rates cover the period from **08:00 to 18:00**.
- **Acceptable Use:** Bookings are accepted for creative, cultural, and arts-focused events that align with the aims of The Craven Arts Charitable Trust. Political or religious events are not within the scope of hire.
- **Hire Rates Review:** Rates are reviewed annually at the end of each financial year.



### 3. Long-Term Gallery & Space Hire

Recommended for exhibitions and long-term pop-ups.

Space	Rate Type	Commercial Rate	Charity/Member Rate
Shop / Front Room	Weekly	£60.00	£42.00
Shop / Front Room	Full Month	£240.00	£168.00
Front Gallery	Weekly	£60.00	£42.00
Front Gallery	Full Month	£240.00	£168.00
Club Room	Weekly	£60.00	£42.00
Club Room	Full Month	£240.00	£168.00

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### 4. Equipment, Technical Services & Alcohol License

Item / Service	Cost
Projector	£20.00
Projector Screen	£10.00
Projector & Screen Bundle	£25.00
Out of Hours Staffing	£25.00 per hour
Alcohol License	£50

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## 5. Hot Beverages & Kitchen Use

Item / Service	Description	Cost
<b>Self-Service Refreshments</b>	Use of kitchen, mugs, kettle, and water	£10.00 per session
<b>Standard Beverage Package (min 20 delegates)</b>	Tea, coffee, milk, sugar & biscuits provided (Self-service)	£2.50 per person

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## 6. Room Layouts & Setup Fees

Setup Type	Capacity	Description	Additional Cost
<b>Theatre-Style</b>	Hall - 100 Club Room - 35	Chairs only, facing one direction	£35.00
<b>Meeting Setup</b>	Club Room - 15	Tables and chairs	£50.00
<b>Cabaret / Workshop</b>	Hall - 75 Club Room - 15	Mixed tables & chairs	£60.00
<b>Custom Layout</b>		Multiple layouts or resets	Price on request

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# Terms and Conditions of Hire: Craven Arts House (2026-27)

These Terms and Conditions apply to all bookings at Craven Arts House. By confirming a booking, the Hirer agrees to abide by these terms.

## 1. Booking and Payment

1.1. **Confirmation:** A booking is considered confirmed once Craven Arts House has acknowledged the booking. A deposit may be requested.

1.2. **Payment Terms:** Full payment for room hire and equipment must be settled within 15 days of the hire.

1.3. **Rates:** All hires are charged according to the 2026 Hire Matrix. Eligibility for Charity/Member rates requires proof of status (e.g., Registered Charity Number).

1.4. **Ongoing Hire:** The 10% discount for weekly/ongoing hire applies only to bookings of 6 consecutive weeks or more, paid in advance.

## 2. Cancellations

2.1. Cancellations made more than 30 days before the event. Will not be charged for the event and the deposit will not be refunded.

2.2. Cancellations made between 14 and 30 days: 50% of the total hire fee is due.

2.3. Cancellations made less than 14 days before the event: 100% of the total hire fee is due.

## 3. Use of Premises

3.1. **Purpose:** The space must be used only for the purpose stated at the time of booking.

3.2. **Access:** Access to the room is strictly limited to the times booked (e.g., Full Day is 08:00 - 18:00). Early arrival or late departure will incur additional hourly charges.

3.3. **Staffing:** "Out of Hours" staffing fees (£25/hr) apply to any bookings outside of standard operating hours (Standard: 09:00 - 18:00).

3.4. **Cleanliness:** The Hirer is responsible for leaving the space in a clean and tidy condition and all rubbish removed from the premises. A cleaning fee will be charged if the space is left in an unsatisfactory state.

3.5. **Alcohol:** The sale of alcohol during an event is prohibited unless a temporary license is in place. We can procure this on your behalf at a cost of £50. License must be requested at time of booking and no less than 6 weeks prior to the event.



## 4. Equipment and Technical Support

- 4.1. **Breakages:** The Hirer is responsible for any damage caused to Craven Arts House equipment (Projectors, Screens, AV setup) during the hire period.
- 4.2. **External Equipment:** Any electrical equipment brought onto the premises by the Hirer must be PAT tested and approved by Craven Arts House staff.

## 5. Layout and Setup

- 5.1. **Setup Fees:** Specific layouts (Theatre, Meeting, Cabaret) incur the additional costs specified in the Hire Matrix.
- 5.2 **Use of CAH Tables and Chairs:** The use of Craven Arts House tables and chairs is permitted without incurring a room layout or set-up fee. All set-up must take place within the booked hire period, and all furniture must be returned to its original location at the end of the booking. A charge will apply if furniture is not returned and requires staff to reset the space.
- 5.3. **Changes:** Any changes to the requested layout must be communicated at least 72 hours in advance. "Custom Layouts" or multiple resets during an event will be priced upon request.

## 6. Health and Safety

- 6.1. **Capacity:** The Hirer must not exceed the maximum capacity for the hired room as dictated by Fire Safety regulations.
- 6.2. **Risk Assessment:** For public events or workshops, the Hirer may be asked to provide a risk assessment.
- 6.3. **Insurance:** All hirers must hold valid Public Liability Insurance (minimum £5 million) and provide a copy upon request.
- 6.4. **Safeguarding:** All hires which involve children, young people and adults at risk, must have a designated safeguarding lead present during the hire and understand the procedures that must be followed with reporting incidents or disclosures to Craven Arts Designated Safeguarding Lead.
- 6.5. All incidents or near misses must be reported via the accident book at Craven Arts House.

## 7. Gallery Space Hire

- 7.1. **Duration:** Weekly and Monthly gallery hires include setup and takedown time within the booked period.
- 7.2. **Commission on Sales:** A commission shall be applied to all works sold during the hire period. The specific percentage of commission and the process for handling sales must be formally agreed upon and documented at the time of booking.



## 8. Heating and Utilities

8.1. **Heating Surcharge:** Heating surcharges (e.g., Hall and Club Room) may apply during winter months (November to February) to cover increased energy costs, this will be agreed prior to booking confirmation.

## 9. Refreshments and Kitchen Use

9.1. **Provision:** Tea, coffee, and milk are only provided if a "Beverage Package" has been pre-booked.

9.2. **Hygiene:** Hirers using the kitchen for self-service are responsible for washing and drying all mugs and utensils used. A cleaning fee will be charged if the space is left in an unsatisfactory state.

9.3. **Breakages:** Any damage to kitchen equipment or loss of mugs will be charged at replacement cost to the Hirer.

9.4. **External Catering:** Hirers may bring their own refreshments; however, a "Kitchen Use" fee may still apply for the use of Craven Arts House facilities and mugs.

