

Hire Pack 2024



**SALISBURY
ARTS CENTRE**
PART OF WILTSHIRE CREATIVE

About

Salisbury Arts Centre is part of Wiltshire Creative, an arts and education charity. By hiring our spaces you are supporting our aim to bring culture to the communities of Salisbury and the surrounding areas.

We offer modern facilities in a beautiful and historic listed building, our range of spaces are perfect for hiring for all kinds of events. From smaller spaces for meetings or rehearsals through to our Main Space that can be hired from anything to lectures and talks to private birthday parties and weddings – Salisbury Arts Centre can offer almost anything! Situated in the scenic grounds of the old church, the hubbub of city life seems further away than it is.

The venue is fully accessible with flat floor access across the building, ensuring that everyone can enjoy the vibrant atmosphere of your event or workshop. Our team is dedicated to making your event a success, offering professional support and state-of-the-art equipment to meet your needs.

Whether you're planning a corporate event, a creative workshop, or a special celebration, our unique blend of historic charm and modern amenities makes Salisbury Arts Centre the perfect choice. Come and discover the magic of a venue that brings people together through the power of the arts!

You can find out more about us through our website and social media channels: <https://www.wiltshirecreative.co.uk/>

Follow us: @WiltsCreative



OUR SPACES

MEDIA ROOM

Situated on the first floor accessible by stairs and/or lift, our Media Space is a light and bright space!



Capacity: Up to 25 (layout dependent)

Dimensions: 6.2m (W) x 6.6m (L) x 3.9m (H)

Uses: Workshops, Meetings, Training sessions, Group activities

Resources: 6ft trestle tables, chairs, projector, screen, 2 x TV screens

More pictures available on request

OUR SPACES

ART SPACE

Situated next to the Media Space on the first floor, our Art Space provides a relaxed and creative setting.



Capacity: Up to 25 (layout dependent)

Dimensions: 6.1m (W) x 8m (L) x 3.7m (H)

Uses: Workshops, Group activities, Arts and Crafts, Creative activities

Resources: 6ft trestle tables, chairs, black out blinds, sinks

More pictures available on request

OUR SPACES

WHITE ROOM STUDIO

One of our most popular spaces offering a lovely view of the surrounding park through the huge windows that flood the room with light.



Capacity: Up to 60 (layout dependent)

Dimensions: 7.7m (W) X 10.7m (L) X 4m (H)

Uses: Workshops, Group activities, Large meetings, Film screenings, Classes, Rehearsal space

Resources: 6ft trestle tables, chairs, black out blinds, rake seating bank, projector, screen, basic lighting rig, dance floor, basic speech PA

More pictures available on request

OUR SPACES

MAIN SPACE

INC. ALTAR SPACE, BAR AREA & GALLERY ENTRANCE

The Main Space is based in the nave of the church building and benefits from the beautiful high ceilings of the old architecture



Capacity: Layout dependent

Dimensions: 17m x 8m

Layouts: 168 Seating Bank, 163 Main Space Rows, 380 Standing
(More options available)

Uses: Lectures, Corporate events, Private Parties, Weddings

Resources – 4ft round tables, 3ft round tables, 280+
conference chairs, staging, raked seating bank, full lighting rig,
basic speech PA

More information and pictures available on request

VENUE INFO

TECH

- Basic technical equipment provided:
 - One technician as standard for your event
 - If you require further technical support this is charged at - £18.00 per hour, per Technician + VAT
 - PA system (basic - playback)
 - Projector and screen - subject to availability
 - Wired microphone
 - Lectern
 - Flipchart (x2)

Additional equipment e.g. hazer, wireless mics, live PA can be provided subject to availability and additional charge

BAR OFFER/REFRESHMENTS

Our full bar is always available whatever the occasion! From welcome drinks to tea and biscuits, we can cater to your needs.

Tea/Coffee, Orange Juice and Biscuits	£2.80 per head
Corkage Charge - Wine	£9.60 per bottle
Corkage Charge - Prosecco/Champagne	£12.00 per bottle

Pre-order drinks or bottles for your guests

Bottles - Red, White or Rose	£19.20 per bottle
Bottles - Prosecco	£22.40 per bottle
Bottles - Champagne	£32.00 per bottle

If pre-ordering is not your thing then we can run a tab behind the bar or let your guests grab their own drinks. Minimum spends do apply. Above charges are invoiced after the event and exclude VAT.

VENUE INFO

GROUND

The Arts Centre grounds can be a great addition to your reception. Canapés in the gardens, artisan food trucks – the options are plentiful!

This space requires a Temporary Event Notice from Wiltshire County Council in order to serve/drink alcohol outside. This is something you apply for directly from Wiltshire Council at a cost of £21.00. We are on hand for any questions throughout this process.

HIRE TIMINGS

To adhere to our Music and Bar license, your event must finish at 23:30 and all guests must leave the building by midnight.

You will be subject to additional charges if event timing requests are outside of the below operating hours:

Earliest Load-in Time: 09:00

Earliest Event Start Time: 10:00

Latest Event End Time: 23:30

Latest Load-out Time: 00:00

SECURITY

Some events require a little extra helping hand. If your event does require security, we will liaise with our local team, Enigma, and let you know how many operatives would be needed to put your event on.

SIA Badge Security Operatives

£17 per hour plus VAT

VENUE INFO

PRICING

All prices ex-VAT and are given here as guideline prices only. Final quotes may be subject to negotiation dependent on the hirer's requirements and subject to availability.

MEDIA ROOM

Currently available Wednesday to Saturday

Hourly Rate £30

ART SPACE

Currently available Wednesday to Saturday

Hourly Rate £30

WHITE ROOM STUDIO

Currently available for hire on Wednesday and Thursday evenings only and Friday and Saturday all day

Hourly Rate £60

MAIN SPACE

INC. ALTAR STAGE, BAR/CAFE AREA & GALLERY ENTRANCE

Hourly Rate £225

VENUE INFO

CONTACT DETAILS

For further information on any of our spaces, current available dates or to book in a look around please give us a call during our office hours Mon-Fri 10:00-18:00

TELEPHONE

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EMAIL

events@wiltshirecreative.co.uk

ADDRESS

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