



Application for room hire

Body on whose behalf application is made

Application for the Use of Room 1 Room 2 Room 3 Print Studio

Other (please specify)

Date(s) on which required

.....

Time: From To

Purpose

Estimated attendance

Equipment required – please tick: Projector OHP Screen Video Urn

No. of Chairs No. of Tables No. of Easels

Any special requirements

For refreshments and catering please contact Café Hubbub Tel 01387 262084

Signed Date

Designation Invoice Name/ Address (if different)

Address
.....
.....

Tel. No.

Please Return to: Gracefield Arts Centre
28 Edinburgh Road
Dumfries
DG1 1JQ
Tel. No 01387 262084
e-mail arts@dumgal.gov.uk

NB Whilst every attempt is made to make your use of the studio suitable to your needs, it must always be borne in mind that the building is a public building with an exhibition programme and visiting public. As a result we cannot guarantee absolute quietness.

Rates shown overleaf.

Gracefield Arts Centre Room Hire

Gracefield Arts Centre Studios offers meeting rooms to hire for many different groups and activities. Whether you are a voluntary group or a professional tutor, or wish to host corporate hospitality events we've got the ideal space for you.

Situated 10mins walk from Dumfries town centre and just 5 minutes from the railway station, Gracefield is set in attractive grounds with a large visitor car park. Our meeting rooms are situated in the studios building, which has full disabled access and toilets. The meeting rooms (called Studio 2 and 4) are set off the main exhibition hall, which shows a changing programme of art and craft exhibitions.

Room 1: Off the Cafe, approx 16 x 19ft with seating for up to 25.

Facilities: Large and medium sized tables, drawing easels (desk and standing) A1 Flip chart (please bring your own paper) large pull down projection screen, OHP, slide projector and table, podium staging, portable TV/Video, tea urn and sink.

Room 2: Off the main exhibition hall to the left, approx 30 x 25ft with seating for up to 60

Facilities: Large and medium sized tables, drawing easels (desk and standing) A1 Flip chart (please bring your own paper) large pull down projection screen, OHP, slide projector and table, podium staging, portable TV/Video, tea urn and sink.

Room 3: Off the corridor beyond the main exhibition hall to the rear right, approx 20 x 20ft with seating for up to 40.

Facilities: small and medium sized tables, drawing easels (desk and standing) A1 Flip chart (please bring your own paper) free standing projection screen, OHP, slide projector and table, podium staging, portable TV/Video, tea urn and sink.

The Gallery 1 **building** can also be hired for evening corporate hospitality events depending on the current exhibition. Hire fees from £60 - £200 – please ask for further details.

Rooms can be arranged in advance to your specification – lecture style, drawing class, tables for working groups/demonstrations or slide show. Please specify your requirements when booking.

Café Hubhub : Open from 10am-4 pm (lunches 11am -3pm). Serving teas, coffees, home baking and light lunches. Seating for 40 but groups catering for over 10 must be booked in advance. Food and drink orders such coffee, tea, filled rolls and soup can be served in the meeting rooms and be pre-ordered for evening meetings. Contact Café Hubhub on 01387 262084.

Gracefield Room Hire rates from 1 April 2016

Daytime rates:	Community **	Commercial**
Mon* – Sat 9.30am-5pm	£7.60 per hour	£14.85 per hour
Sunday From 10am-4pm	£30.35 per hour	£59.50 per hour

Evening rates:	Community**	Commercial**
Tuesday and Wednesday 6-9pm or 7pm-10pm	£7.60per hour	£14.85 per hour
Monday, Thursday, Friday and Saturday 6-9pm or 7pm-10pm	£22.80 per hour	£44.60 per hour

***The Arts Centre and the Café are closed to the public on Mondays** but may still be available for room bookings – please telephone 01387 262084 to check availability.

* **Please note there may be an annual price increases which could apply from 1st April 2017. Please ask for more details.

All rooms are available 10 minutes before rental start time but any group occupying a room earlier than this (for example seated at 9.30am for a 10am start) will be charged an additional 0.5 of the hourly rate.