



Room Hire

at Salisbury Arts Centre



Salisbury Arts Centre
Bedwin Street
Salisbury
SP1 3UT
Box Office: 01722 321744
www.salisburyartscentre.co.uk



Offering modern facilities within a beautiful historic listed building, Salisbury Arts Centre is the ideal venue for all sorts of occasions.

A variety of spaces can be hired for parties, wedding receptions, performances, workshops, seminars and meetings, supported by catering facilities, technical assistance and staff committed to good service.

For further information please read through this pack, or contact Robb Blake, Operations and Hirings Manager on 01722 343020 or email hirings@salisburyarts.co.uk

We look forward to welcoming you to Salisbury Arts Centre soon.



Spaces Available for Hire

Main Space

Based in the nave of the church building, the Main Space can be curtained off to give a black box performance area, or opened up as a colourful and unique party venue.

Suitable for: performances, films, talks, conferences, parties and wedding receptions.

Capacity: flexible layout depending on your requirements including raked theatre-style seating (for 164 people), seating around round tables (150 people), rows of chairs (268 people) and standing only (400 people)

Facilities: For full technical Specification and dimensions please see the Technical Information page of our website at www.salisburyartscentre.co.uk

Please note, due to the nature of the building it is not usually possible to take bookings in the main space while the building is open to the public. Therefore hirings are possible after 6pm Tuesday - Saturday or all day on a Sunday.

Hire Charge for public performances and films: £540+VAT (additional per hour £60+VAT)

Hire Charge for public performances and films for registered charities: £430+VAT (additional per hour £50+VAT)

Public Performances and Films	
Prices Include	Additional Charges
<ul style="list-style-type: none">• 8 hours access to the Main Space (including set-up, rehearsal, sound checking from 5pm, performance and get-out)• 1 technician to operate lighting for rehearsal and performance• Seating and tables laid out• Basic speech PA, projector and screen• Duty manager and Front of House volunteers to operate the venue, take tickets and sell programmes• Basic cleaning• Staffed bar (until end of last interval)• Entry into Salisbury Arts Centre's season brochure and on website (subject to copy deadline being met)• Financial reconciliation and payment of ticket income within ten working days by cheque.	<ul style="list-style-type: none">• 10% commission + VAT on all ticket sales (7.5% for registered charities) for running a box office service in advance and at the event.• 10% commission on all merchandise sales• Additional rehearsal time (if required)• Heavy duty cleaning (if required)• PA for music events (if required)• PRS charges (if applicable)• Professional security staff (if applicable)

A signed contract and 25% deposit is required prior to tickets going on sale, so please do not publicise your event before this has been confirmed. The full hire charge is payable at least one month before the event. Salisbury Arts Centre reserve the right to request up to four tickets for volunteer staff and monitoring purposes. Please ask to see a copy of a contract for full terms and conditions.

Hire charge for private events (such as parties): £99+ VAT per hour
Hire charge for private events (such as parties) for registered charities:
£37 + VAT per hour

Please note, all hirings will be charged for a minimum of two hours

Private Events	
Prices Include	Additional Charges
<ul style="list-style-type: none"> • Duty Manager to operate the venue • Seating and tables laid out • Bar or café staff 	<ul style="list-style-type: none"> • Cleaning • PA for music events (if required) • Technician to operate speech PA, lighting, projector and screen (if required) • PRS charges (if applicable) • Professional security staff (if applicable)



Exhibition Space

Our Exhibition space at the entrance of the building hosts regularly changing visual art, craft and film exhibitions.

Suitable for: small receptions, awards ceremonies or private functions

Capacity: Standing only (60 people)

Please note, due to the nature of the building it is not usually possible to take bookings in the main space while the building is open to the public. Therefore hirings are possible after 6pm Tuesday - Saturday or all day on a Sunday.

Hire charge: £99 + VAT per hour
Hire charge for registered charities:
£27.50 + VAT per hour

Please note, all hirings will be charged for a minimum of two hours



White Room Studio

The White Room Studio has large windows overlooking the park area surrounding the Arts Centre and is light and bright.

Suitable for: small-scale performances, rehearsals, dance classes, children's parties, meetings and conferences

Capacity: raked theatre-style seating (60 people), seating around tables (60) and standing only (60)

Facilities: For full Technical Specification and dimensions please see the Technical page of our website at www.salisburyartscentre.co.uk

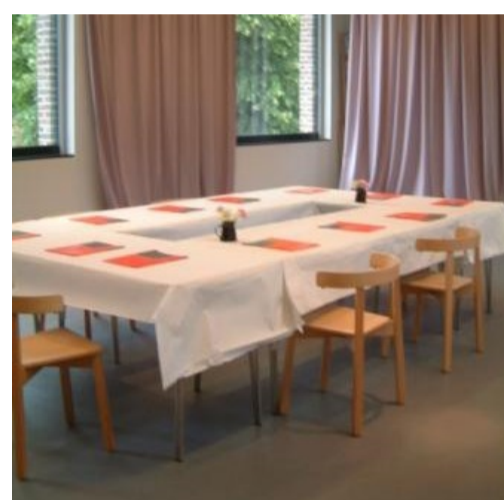
Performance hire charge: £200+VAT (additional per hour £40+VAT)

Performance hire charge for registered charities: £160+VAT (additional per hour £24)

Private event hire charge: £30 + VAT per hour

Private event hire charge for registered charities: £21.28 + VAT per hour

Please note, all hirings will be charged for a minimum of two hours



Media Space

Situated on the first floor in the extension the Media Space is light and bright and is equipped with 8 Apple Mac computers.

Suitable for: smaller meetings, workshops, training sessions and demonstrations

Capacity: seating round tables or in rows (up to 20 people dependent on layout)

Hire charge: £25 + VAT per hour

Hire charge for registered charities: £18.50 + VAT per hour

Please note, all hirings will be charged for a minimum of two hours



Art Space

Next door to the Media Space, the Art Room hosts regular arts and crafts workshops and is ideal for those looking for a relaxed, creative setting

Suitable for: smaller meetings and workshops

Capacity: seating round tables or in rows (up to 20 people dependent on layout)

Hire charge: £25 + VAT per hour

Hire charge for registered charities: £18.50 + VAT per hour



Accessibility

All public spaces within the building are accessible to those with limited mobility and wheelchair users with a combination of ramped and lift access. A disabled toilet, shower and dressing room are available if required, and a lift has been installed to allow ease of access to first floor rooms.

The Main Space has been fitted with an Infrared System, and the White Room Studio has an Induction Loop.

Guide dogs and Hearing dogs are allowed into the Arts Centre, a water bowl is available on request. Two disabled parking spaces for blue badge holders are available to the rear of the Arts Centre.

Staff will take great care to try and accommodate any individual needs and special requirements that you may have. Please talk these through at the point of booking.

Parking

There is a car park at the back of the Arts Centre for unloading and deliveries. It is situated on Bedwin Street, immediately on the left past the Arts Centre as you drive up Bedwin Street towards Estcourt Road.

Public parking is available in College Street and Salt Lane car parks, which are free after 6pm.

Map



Salisbury Arts Centre is housed in the deconsecrated St Edmunds Church building on Bedwin Street.

Directions and a map can be downloaded from our website at www.salisburyartscentre.co.uk

Salisbury Arts Centre
Bedwin Street
Salisbury
SP1 3UT
Tel: 01722 321744

Catering for Private Events

The Arts Centre's catering team can offer a range of delicious options to supplement your event. If these don't quite fit your requirements, please do get in touch to discuss as we may be able to provide alternative options.



For daytime and business lunch menus please turn over.

A special children's menu, designed for parties, is available on request or to download from our website at www.salisburyartscentre.co.uk

Canapes, Nibbles and Platters

A selection of canapés and nibbles, to accompany drinks. Items are priced individually per person and exclude VAT.

Crisps	60p
Nuts	90p
Caperberries	90p
Cheese & Olive Kebabs	1.00
Arts Centre Cheese Straws	80p
Local Honey Mustard Sausages	1.50
Selection of canapés served on bread and toasts	1.50
Award winning Tomato Stuffed Olives	1.50
Feta stuffed spicy peppers	1.50
Habas Fritas (Roasted Broad Beans)	1.50
Smoked Salmon Canapés (3 per person)	2.80
Mixed Sushi (Salmon, Prawn, Tuna) (3 per person)	5.50

Platters

If you are entertaining cabaret style why not provide platters for each table to share (Each Platter Serves 2-4 people depending how hungry you are)

Grazing Platter (£8)

Crisps, Nuts, Habas Fritas, Olives, Homemade Cheese Straws, Chilli Puffs

Cheese Platter (£12)

Selection of cheeses (Cheddar, Brie, Stilton, and Goat's Cheese), Biscuits, Local Butter, Pickles and grapes

Mediterranean Platter (£18)

A selection of Italian Meats, Habas Fritas, Olives, Stuffed Peppers, Bread Sticks & Cheese

Finger Buffets

Fingers Buffets are suitable for large crowds and are designed to be eaten standing up. If you would like to pick and choose individual items from the following menus please contact us.

Finger Buffet 1 (£5.50 + VAT per head)

Sausage Rolls (a selection of meat & vegetarian)
Sandwiches (with a varied selection of fillings)
Honey & Mustard local Sausages on Skewers
Cheese & Olive Kebabs
Posh Crisps

Finger Buffet 2 (£7.50 + VAT per head)

Vegetable Samosas
Arts Centre Cheese Straws
Mini Finger Rolls (with a varied selection of fillings)
Honey Sausages on Skewers
Pizza Slices
Olives and Stuffed Peppers

Fork Buffets

Fork Buffets are designed for large crowds, and are eaten standing up. If you would like to pick and choose individual items from the following menus please contact us.

Fork Menu 1 (£8.50 + VAT per head)

Mixed Seasonal Dressed Leaf Salad
Coronation Chicken
Vine Tomato, Basil & Farmhouse Cheddar Quiche
Seasonal Goat's Cheese Salad
Fruity Moroccan Cous Cous
Country Coleslaw
Spicy Tomato Pasta Salad
Buttered Crusty Bread

Fork Menu 2 (£11.50 + VAT per head)

Fresh Salmon Mayonnaise
Beef & Creamed Horseradish Salad
Moroccan Lamb
Sweet Pepper & Feta Quiche
Marinated Chargrilled Vegetables in Olive Oil & Balsamic Vinegar
Mixed Seasonal Dressed Leaf Salad
Country Coleslaw
Potato & Herb Salad in Vinaigrette
Beetroot & Onion Salad
Roasted Vegetable Cous Cous Salad
Buttered Crusty Bread

Full Buffet

Full Buffet menus are designed for sit down buffet meals, using Arts Centre crockery and cutlery.

Full Buffet Menu 1 (£13.50 + VAT per head)

Wiltshire Smoked or Unsmoked Ham
Roast Sirloin of Beef
Homemade Quiche (Selection of Fillings)
Mixed Seasonal Dressed Leaf Salad
Fruity Moroccan Cous Cous
New Potato Salad
Country Coleslaw
Spicy Tomato Pasta Salad
Crusty Bread with local butter
Hot Buttered New Potatoes
Selection of Cheeses (Local and Continental)

Full Buffet Menu 2 (£16.95 + VAT per head)

Meat Platters:

Locally Sourced Ham (Smoked or Unsmoked)
Prime Roast Beef
Selection of Continental Cured Meats including Chorizo/Parma Ham/Salami

A selection of Home Made Quiche made with organic eggs, cream and cheese. Seasonal fillings include: broccoli, asparagus, local ham, rocket and farmhouse cheeses.

Choice of four salads:

Vine tomato, buffalo mozzarella, fresh basil, rock salt and cracked black pepper
Simple rocket, with parmesan shavings and extra virgin olive oil
Potato salad with fresh garlic, herbs and lemon zest
Cous Cous Salad with apricots, sultanas, mint & parsley
Mushrooms a la Greque
Smoked Trout, new potato & fresh herb salad with French beans
Dressed roasted vegetables
Coleslaw
Indian Rice
Spicy Tomato Penne
Provencal Bean
Waldorf

Breads: A selection of Breads/Bread Rolls and Olive Oil Focaccia

Mustard, Pickles & Dressings to accompany the food

Choice of two desserts:

Fruit Salad or Strawberries with Fresh Cream (Subject to season)
Homemade Gateaux, Cheesecake, Lemon, Chocolate or Fruit Tarts or some of our famous homemade cakes
Cheeseboard featuring: Local Farmhouse Mature Cheddar, Somerset Brie, Blue Stilton, Locally produced Goat's Cheese and served with biscuits, local butter, grapes & chutneys

A Hot Alternative

For smaller informal gatherings of up to 50 people we can provide a delicious range of delicious hot dishes. Themes can include Indian, Mexican, Italian or anything else. Please contact us to discuss your ideas. To see our current wine list please see Café Bar page on our website.

Drinks

A selection of hot and cold drinks are available to accompany your event

Tea/Coffee	1.35
Mineral Water	1.30
Fentimans Lemonade or Ginger Beer	2.00
Orange/Apple Juice/Cocoa Cola	1.35
Bottle Green Presse/ J20	2.00
Organic Cola/Cranberry/Lemonade	1.50
Coca Cola	1.10

Please let us know if you would like alcoholic drinks and whether you would like the bar open for your event.

Arts Centre Cafe

For day time visitors the Arts Centre's café is open to the public Tuesdays to Saturdays 10am to 3pm, so for small groups who want to stretch their legs and try the café menu, it is possible for participants to order and pay for drinks and food individually.

External Catering

Although we strongly encourage you to use our excellent in-house caterers, it is possible to use outside caterers for larger functions. Due to lack of space, kitchen facilities are not available for use by outside hirers.

In exceptional circumstances it is possible for wine to be supplied by outside suppliers, for which there is a corkage charge of £5+VAT and we ask that you supply all necessary glasses.

We hope our menus tempt your appetite! Please do contact us if you have any further questions or would like to discuss your catering requirements.

We are always happy to work with you to make your occasion really special, at a price that suits you.

Drinks Packages Available for your Event

Package 1

Glass of Summer or Winter Pimms 175ml or Fruit Punch
Glass of Red or White House Wine 175ml or Fruit Punch
Glass of warming Mulled Wine 175ml or Fruit Punch
Glass Mead 175ml or Fruit Punch

1 - 50 people £3.00 + VAT per person
51 - 100 people £2.75 + VAT per person
Over 100 people £2.50 + VAT per person

Package 2

Glass of summer or winter Pimms, Fruit Juice or Bottle of Budweiser on arrival
Glass of House Red or White Wine with the meal 175ml
Glass of Sparkling wine for toasts
£12.00 + VAT per person

Package 3

Glass of Bucks Fizz or non alcoholic Punch/Beer on arrival
Glass of House Red or White Wine with the meal 175ml
Glass of Sparkling wine for toasts
£13.50 + VAT per person

Package 4

Glass Champagne or Bucks Fizz or non alcoholic Punch/Beer on arrival
Half a bottle Choice Wine with the meal 175ml
Glass of Champagne for toasts
£23.50 + VAT per person

Package 5

Unlimited Fruit Juices, Soft Drinks, Tea and Coffee

£15.00 per person

This package includes unlimited drinks for the duration of your event. Our bar will serve Fruit Juices, all Soft Drinks and Bottled Still and Sparkling Water

A selection of Traditional Teas as well as many Herbal varieties will be available along with Fresh Filter Coffee

Package 6

Unlimited Beer, Wine and Soft Drinks

£35.00 + VAT per person

This package includes unlimited drinks for the duration of your event. Our bar will serve Premium Bottled Beers, a selection of White and Red Wines, (Rosé also available upon request), as well as Fruit Juices, all Soft Drinks and Bottled Still and Sparkling Water

Package 7

Unlimited Full Bar

£50 + VAT per person per head

This package includes unlimited drinks for the duration of your event. Our bar will serve Premium Bottled Beers, a selection of White and Red Wines, (Rosé also available upon request). All major Brand Spirits will be served including Vodka, Gin, Whisky, Rum, Jack Daniels and Brandy. (Other Spirits are available and can be quoted for upon request). The Bar will also serve Fresh Fruit Juices, all Soft Drinks and Bottled Still and Sparkling Water.

£80 + VAT per person per head for the above bar and to include Champagne

Catering for Daytime and Business Events



Salisbury Arts Centre's catering team can offer the following delicious options for menus during daytime events and business functions.

If these don't quite fit your requirements, please do get in touch as we may be able to provide alternative options and pick and choose from the various menus.

Tea, coffee and fruit juice is available to accompany any of these menus, priced at £1.35 + VAT per person.

Breakfast Menu
Start your morning meeting with our delicious breakfast menu. These items can be served up until 3pm.

All items are priced individually per person, and exclude VAT.

Individual Yoghurts	0.65
Warm Croissants with butter & jam	1.00
Danish pastries (2 per person)	1.00
Cheese Scones with local butter	1.50
Danish Pastries (2 per person)	1.00
Cheese & Onion Pasties	1.50
Bacon Baps	2.00
Pain au Chocolat	1.00

Lunch Menu
(£6.50 + VAT per head)
This menu has been designed specifically for businesses, but is suitable for any day time event.

Freshly prepared sandwiches
(made with locally sourced ingredients)
Fresh fruit
Homemade cakes

Salisbury Arts Centre's Café
We are always delighted to welcome you to our friendly café bar. It is open to the public Tuesdays to Saturdays 10am to 3pm, so for small groups who want to stretch their legs and try the café menu, it is possible for participants to order and pay for drinks and food individually.

We can also arrange a tab to be invoiced directly to your organisation.

Afternoon Tea
How about a late lunch or afternoon tea?
This menu can be served until 3pm.
All prices exclude VAT

Selection of Arts Centre Homemade Cakes	1.20
Freshly baked Cookies	0.50
Assorted Muffins	1.00
Selection of Biscuits	0.50
Slice Homemade Quiche, Salad & Coleslaw	5.50
Ham or Cheese Ploughmans	6.30
Crustless Cucumber Sandwiches	2.50
Buttered Tea Cakes	1.00
Scone, Butter & Preserve	1.30
Scone, Preserve, Clotted Cream	2.50

And don't worry about getting messy – all our scones come ready assembled!

End of the Day
After a long day there is nothing better than enjoying a glass of wine. Treat your staff to a glass of wine and selection of canapés.

For further information please see our Canapés, Finger Buffets and Hot Menus information on the previous page

Booking Your Event

For further information, to arrange a viewing, to check availability and to make a booking, please contact:

For public performance, private events, workshops and meetings please contact:

Robb Blake (Operations & Hirings Manager)
or Sam Bitmead (Deputy Operations & Hirings Manager)

hirings@salisburyarts.co.uk

Telephone: 01722 343020

The Arts Centre can get booked up a long way in advance with our own artistic programme and events from other outside promoters. Therefore it is recommended you enquire about dates in the main space as far ahead as possible, particularly if you would like to use it on a Friday or Saturday night.

Nevertheless, it is still worthwhile contacting us at short notice, as we may well be able to fit in additional events at short notice, particularly at quieter times of the year.

Please note that all events held at the Arts Centre need to fit appropriately alongside our existing programme of activity both in their content and from a logistical point of view, so we need a reasonably detailed outline of the planned event before being able to confirm availability.

We are very happy to meet to discuss the suitability of events, to show you around the Arts Centre and discuss your requirements.





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