



Ferry Road, Teddington TW11 9NN Tel: 020 8977 7558 www.landmarkartscentre.org

MAIN HALL HIRE 2017

- Location:** Based on the ground floor of the Landmark Arts Centre, a Grade II* listed 19th century former church building. Versatile and imposing open space with a height of over 20 metres. Dimensions: 24.7metres x 16.5metres / 401.4 square metres.
- Facilities:** The space features original stone pillars, carvings, vaulted ceiling and pulpit. Solid floor covered by red carpet. Natural and artificial light, access to multiple power sockets and to a small sound system for playing recorded music. It may be possible to arrange further technical facilities (e.g sound system for speech and/or live music, projection etc) which will incur an extra fee. The hirer has access to toilet, bar area and kitchen facilities. Tables, chairs, extension leads and a flipchart can be provided. Overhead gas heating, electricity and cleaning are included in hire fee. Additional hire of the Stage may be included subject to availability and for an extra fee.
- Suitable for:** Conferences, seminars, training days and public consultations. Also suitable for private parties and receptions, performances and exhibitions, but specific terms and fees apply for these events. Please contact the office for information, or see the relevant section under Hire Us on our website.
- Accessibility:** Ground floor location with disabled access via an entry ramp. Disabled toilet facilities available for those with limited mobility or wheelchair users. Please discuss any special needs requirement at the point of booking. Extremely limited on-site parking, but free parking is available in adjacent residential roads. Disabled parking for blue badge holders can be reserved upon request in advance and subject to availability.
- Capacity:** Maximum 320 people at any time depending on type of activity.
- Hire Charge:** **£110.00 p/hr.**
There is a minimum hire time of 1 hour for weekday bookings and 3 hours for weekend bookings and there may be an additional charge for extra Landmark staff if required. Please ensure that you allow adequate set up and clearance time when making a booking.
- Payments:** Payment in advance of booking as per terms and conditions.
We accept payment by BACS, cheque, debit card or in cash at our office.

The Landmark Arts Centre is an independent charity. Hiring the Centre directly supports our community arts programme.

Registered Charity No: 1047080.

