



## VENUE HIRE INFO PACK

The GAP is a youth arts organisation and cultural space based in Balsall Heath, Birmingham. Our work seeks to create opportunities for children and young people to make sense of the world through creative and cultural action by delivering a range of participatory projects in a variety of artforms that are rooted in our values of *Exploration, Imagination, Justice* and *Belonging*, as well as providing development opportunities for young creatives.

All of this takes place within our venue, a vibrant, colourful and welcoming community arts space based in The Old Print Works, a post-industrial building that is accessible directly from the high-street.

Our venue is made up of three different spaces (listed below) that have flexible usage to accommodate many different types of activity, including functions, meetings, performances, workshops, screening, training events and more. We will work with you to find what space best suits your needs.

In addition to having access to a unique and welcoming space to host your event, by hiring our venue you'll be making a vital contribution to supporting our work and charitable aims. The GAP is a registered charity, and all revenue from venue hire goes straight back into supporting our work.

### SPACES AVAILABLE FOR HIRE

#### The MIX Cafe

This space has been recently refurbished. If you know it from before, it may look a little bigger than you remember! Catering and a licensed bar (listed in facilities below) are available as part of cafe hire. The cafe is a great option for functions and live performance.

**Dimensions:** Approx 31ft x 30.5ft / 9.5m x 9.25m

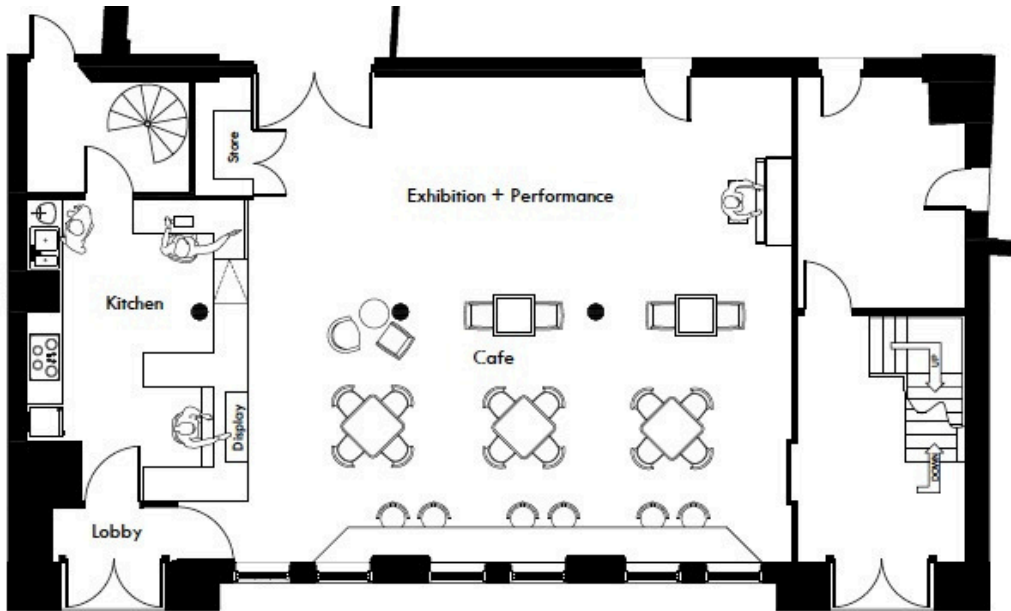
**Capacities:**

Seated (with tables): 40

Standing: 100

**Layout for cafe space (approximate):**

# the GAP



# the GAP

## Gallery

This space generally houses The GAP's exhibitions. However, we have previously held events such as screenings and talks in the gallery, as well as rehearsals, workshops and meetings. A projector screen (listed as part of the facilities below) is available to add onto gallery hire.





**Dimensions:** Approx 21ft x 16ft / 6.5m x 4.75m

**Capacities:**

Seated: 35

With tables & chairs: 25

**Basement**

The basement is a flexible space that was renovated by The GAP's very own core team in 2018 and has been used for a variety of activities including rehearsals, theatre events, team meetings and gigs. The basement has its own toilets, separate from the building toilets available to cafe users.



# the GAP

## Dimensions:

(Main space) Approx 32ft x 12.5ft / 9.75m x 3.75m

(Kitchenette) Approx 19ft x 14ft / 5.75m x 4.25m Please note, the ceiling is a bit lower in this space (approx 2.25m floor to ceiling, with some pipes approx 1.85m from floor)

## Capacities:

20 - 50 depending on type of event

## Facilities Available

The following is a non-exhaustive list of the additional facilities available at The GAP, some for an additional cost. These must be pre-arranged at the time of booking.

- Catering
- Licensed bar
- Projector & screen (100 inches)
- Lighting
- PA system (two active speakers, 16 channel mixer and a range of vocal and instrumental microphones)



# the GAP



## Accessibility

The GAP is located inside The Old Print Works, a listed building in Balsall Heath. As such, physical accessibility is unfortunately a bit limited.

There is one step at the entrance to the cafe and gallery, and a ramp can be provided if you let us know in advance. The basement is located down a flight of stairs and unfortunately, at present, there is no step-free access to the basement space.

The main toilets are also located in the basement. However, The Old Print Works now have an accessible ground floor toilet which is located to the rear of the building. There is a wheelchair available at the front of the building to assist anyone with limited mobility to reach these ground floor toilets.

If you require more information about accessibility, please ask us for a copy of our accessibility pack, which goes into further detail.



## How To Get Here

The GAP Arts Project is located inside The Old Print Works at 498-500 Moseley Road, Balsall Heath, Birmingham, B12 9AH.

A link to the Google Maps page:<https://goo.gl/maps/XiUXhMz4XumqYrxm6>.

Bus: The number 50 bus (timetable can be found [here](#)) stops very close by and runs very frequently.

Train: The closest train stations are in Birmingham City Centre. It's about a 35min walk from New Street, or a 10 minute ride on the number 50 bus

Cycling: There is ample cycle parking outside the building and in the courtyard of The Old Print Works (don't forget your bike lock!)

Car: There is no designated general parking for The Old Print Works, only space for disabled parking, so anyone coming by car is advised to park on a nearby street (our suggestion is Edward Road just opposite). The traffic on Moseley Road is quite heavy, so we advise other forms of transport if possible.

If you have heavy equipment you need to unload, it's possible to unload outside before parking somewhere else.

## Costs

Costs are determined on a case-by-case basis, and the overall cost will depend on factors such as time, staffing and facilities required.

Please note, we are a young person's arts charity run largely by volunteers. We offer subsidised rates for certain groups and, if you can afford to pay a little extra, that will help us to keep hire rates lower for young people and community groups with lack of funds.

Please complete the booking enquiry form with as much information as you can, which will enable us to calculate the cost.



## Hire Enquiry form

The Hire Enquiry can be found and filled out here:

[Venue Hire Form](#)

Once we have received your enquiry form we will review what is possible and calculate a fee. After confirming these details with you we will send you a hire agreement (see sample below) and invoice.

## Sample Hire Agreement

The Gap Arts Project  
The Old Print Works  
498-500 Moseley Road  
Balsall Heath  
Birmingham  
B12 9AH

Name of hirer	
Organisation (if applicable)	
Address	
Phone number	
Email address	

Space being hired: \_\_\_\_\_

Details of hire: *\_eg. rehearsal\_* \_\_\_\_\_



Date(s)& Time	Cost	Add ons	Total

Total hire fee:

*[Sample hire agreement cont.]*

Once the form is completed and returned, The Gap's Finance Officer will raise an invoice for the hire fee.

Conditions of hire

1. Payment
  - a. Once Hire Agreement is completed and returned, an invoice will be raised.
  - b. Full payment is due upon receipt of invoice. Booking is not confirmed until
  - c. payment is received.
  
2. Cancellation
  - a. If you need to cancel your hire, please inform The GAP as early as possible. This will enable us to free up the space for other potential hires. For cancellations within 7 days of hire date, 75% of fee
  - b. will be returned. For cancellations within 48 hours of hire date, 50% of fee will be returned.
  
3. Liability for loss or damage
  - a. You are responsible for any loss or damage that occurs as a consequence of your activities as a hirer. This includes (but is not restricted to) damage to the premises, fixtures, fittings, furniture and equipment, call-out fees for false fire alarms, and loss of income. You are responsible for the actions
  - b. of people you admit to the building as part of your booking.
  
4. Condition of space
  - a. Please leave the venue in the state you found it. Remove any rubbish or items you've brought in, clean up any mess created etc. Failure to do so may result in additional charges. The space you hire
  - b. may contain equipment belonging to The GAP. Any items you have hired will be specified in the Hire Agreement. Please do not touch things you have not hired. Losses and damages may result in additional charges.
  
5. Access
  - a. Due to the age of the building, the toilets are not wheelchair accessible, and the basement space is only accessed via stairs. The ground floor space has one step into the entrance, and we can use a ramp (with prior notice) for step free access. There is no access for hirers between the basement and
  - b. gallery (cannot use spiral stairs).

## 6. Your equipment

- a. Please notify The GAP if you intend to bring any electrical equipment into the space. It is your
- b. responsibility to ensure that any electrical equipment brought in is PAT tested. It is your
- c. responsibility to ensure that any electrical equipment brought in does not overload or damage the electrical supply, circuits, wiring, plugs, sockets or other equipment.
- d. Please notify The GAP of items you intend to bring into the space that may introduce a safety hazard, cleaning problems or inconvenience to others eg. crafting equipment, large items that may obstruct pathways etc. Please ask The GAP if you wish to attach anything to the walls in the space
- e. e.g, signs, decorations. It is your responsibility to clean up any mess as a result of your activity and/or
- f. remove items from the space. Failure to do so may result in additional charges.

## 7. Safeguarding

- a. It is your responsibility to ensure the correct safeguarding procedure is in place for any activity involving children or vulnerable adults.

## 8. Health & Safety

- a. It is your responsibility to ensure that your activities, working practices and equipment comply with current health and safety legislation and guidance. If your booking falls outside of The GAP's staffed
- b. hours, please ensure that you speak to a member of The GAP team about the location of the first aid kit, fire exits and have a contact number for a member of The GAP team.

## 9. Parking

- a. There is no vehicle parking available at The Old Print Works. Free bicycle parking is available in
- b. the courtyard behind The GAP. There is on street parking available nearby. Vehicles are not
- c. permitted to park on the pavement or outside The GAP entrance on Moseley Road.
- d.

## 10. Alcohol

- a. Please do not bring your own alcohol onto the premises. The GAP has a license for alcohol sales; if you wish to have a bar at your activity, please discuss this with us.

## 11. Smoking

- a. Smoking is not permitted on the premises. It is illegal to smoke anywhere inside The Old Print Works.

Thank you for reading.

If you have any questions, please contact:

[admin@thegapartsproject.co.uk](mailto:admin@thegapartsproject.co.uk)