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**space2: Hire Terms & Conditions**

Space2 is available to be hired for meetings, seminars, workshops and projects. Situated at the heart of Manchester Craft & Design Centre, within close proximity of our café and exhibition space, it’s the ideal space to stimulate discussion and focus the mind.

Surrounded by our 30 industrious resident designer makers, space2 is the perfect spot for business meetings, inspiring awaydays, and creative workshops. Located in a quiet square in Manchester’s bustling Northern Quarter, Manchester Craft & Design Centre is just 5 minutes walk from Piccadilly Gardens, and easily accessible from all major transport routes, including Victoria and Piccadilly stations and Shudehill interchange.

Specification:

Space2 has a footprint of approximately 25 m2 / 270 ft2 (5m x 5m), and is fully wheelchair accessible. All walls are painted white and there is a clear area that can be used to project images. The space has hot and cold water, 6 x 13a double electric sockets on two fused circuits, electric heaters and an extractor fan. There are blackout blinds on the windows, wireless internet access and a data projector.

Suggested capacities:

Theatre style 30

Boardroom layout 16

Workshops 10-15

Equipment:

4 folding tables 1830 x 760mm

2 folding tables 1220 x 600mm

18 folding chairs

1 whiteboard/flipchart stand

Larder fridge

Additional tables and chairs may be available on request. The equipment is stored in lockable cupboards which can be used by hirers to store coats and bags on the day.

PAT Testing

Al electrical equipment used in space2 must be PAT tested and have a label showing the date of the test.

Catering:

Catering is available from our in-house Oak Street Café Bar. Tea, coffee, lunches and snacks can be pre-ordered, and our café team are happy to cater for special dietary requests. Please contact Karen Hadgett on 0161 839 7530 or oakstreetcafenq@gmail.com to discuss your requirements, giving 48 hours notice. Sample Menus are available on request.

Parking:

We regret that we do not have parking facilities. There is a loading bay on Oak Street, but vehicles must then be moved to appropriate on street pay and display parking or car park. Church Street car park is one minute away at the end of Oak Street.

Warning: our local traffic wardens are very efficient!

Charges:

**Mon-Sat 10-5**

*Standard rate:*

Full Day 10-5pm £100

Half day 10-1pm or 2-5pm £50

*Concessionary rate: Registered Charities and MCAD tenants*

Full Day 10-5pm £60

Half day 10-1pm or 2-5pm £30

**Evenings 6-11 pm and Sundays**

*Standard rate:* £40/hour

*Concessionary rate: Registered Charities and MCAD tenants*: £30/hour

Longer term bookings are available on negotiation. Please note that these rates apply only to bookings for space2; rates for hiring the Centre as a venue are available on request.

Making a booking:

To discuss your requirements or make a booking please email hire@craftanddesign.com, or ring 0161 832 4274.

* All bookings must be paid for in full seven days in advance. Payment can be made direct via bank transfer, or by Paypal. Payments by cheque must be made in time for cleared funds to be available 7 days before the booking.
* Meeting Room bookings must specify the equipment required seven days in advance and supply room layouts, where appropriate.
* Workshop / project bookings must supply a Health & Safety risk assessment seven days in advance. Please refer to **Workshop / Project Hire Terms & Conditions** for further details.
* Refunds will only be made if the booking is cancelled more than 7 days in advance.
* Late departures will be charged by the hour at the evening rate.
* Damages / losses must be reported immediately, and charges may be applicable.

Contact:

Manchester Craft & Design Centre, 17 Oak Street, Manchester M4 5JD

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Website: [www.craftanddesign.com](http://www.craftanddesign.com)

Twitter: @ManchesterCraft Facebook: ManchesterCraft