

# Hires FAQ's

## When can I hire spaces at Camden Arts Centre?

Our studio spaces and meeting room are available to hire during our regular opening hours: Tuesday – Sunday, 10am – 6.00pm. Our Café and Garden is available evenings Tuesday, Thursday, Friday, Saturday and Sunday, 7.30pm – 11.00pm, with access from 6.30pm to set-up.

## How long can I hire the spaces for?

We offer a half-day and full day option for our studio spaces and meeting room. Access to the Café and Garden can be granted from 6.30pm with all guests having left the building by 11.00pm.

## What is provided as part of the hire?

For events in our meeting room, we can include a flipchart, pens and use of our Wi-Fi free of charge.

## Can I exhibit my work in the galleries?

Our Galleries are not available to hire and we are not able to offer use of any of our spaces for exhibitions. Our Gallery spaces are used for our own programme of exhibitions which are open to the public free of charge.

## Can I host a children's party at Camden Arts Centre?

Due to the limitations of our spaces and our staffing capacity we are not able to accommodate children's parties.

## Will Camden Arts Centre promote my event?

No, we are not able to publicise any third party events.

## Are your spaces wheelchair accessible?

Our hire spaces are accessible to wheelchair users and people with mobility impairments.

## Do you offer parking?

We can arrange on-site parking for disabled visitors, our parking bay will need to be booked in advance. Paid parking is available at the O2 centre on Finchley Road, 400m away. There is free parking on Finchley Road and the adjacent side roads after 7.00pm Monday – Saturday and all day on Sundays.

## Do I need to pay upfront?

We charge a non-refundable deposit of 20% which is payable in advance of your booking. The remaining 80% will be invoiced once your event has taken place. All catering is invoiced separately.

## Do you offer discount for charities?

We offer 10% discounts for registered charities in NW3 only.

## What extra charges can I expect?

• Use of AV and sound equipment: If you require use of equipment such as a PA and speakers and our projector for your event there will be an additional fee of £120 + VAT. This includes use of the equipment itself and set up by a technician.

• Set-up and take-down: For parties and drinks receptions in our Café and Garden, please allow an hour either side of your event to set up the space and tidy up afterwards. If guests have not left the venue by the time agreed on the hires agreement then there will be an additional cost incurred.

• If you would like to have access to the exhibition spaces during an evening hire, we are happy to open the Galleries for your guests for an hour at an additional cost.

## What catering can I use for my event?

Camden Arts Centre Café is able to cater for daytime events and can provide a range of refreshments and a buffet style lunch. Please read the menu included in our [Hires Brochure](#) for a full list of options. Any catering will be invoiced separately.

For evening events we recommend our preferred caterer, Clerkenwell Kitchen, who regularly provide catering for Camden Arts Centre events and know our venue well. However, if you have another supplier in mind do let us know. Please note we cannot accommodate sit-down dinners.

## Can I play music at my event?

Yes. You can hire our PA system and a technician who will set this up for you. As we're located in a residential area we are unable to play music past 11.00pm. We reserve the right to manage noise levels in order to avoid disturbance to our neighbours.