



## VENUE HIRE COSTS

HIRE RATE	HIRE PERIOD	WEEKDAY	WEEKEND
Day	9am – 5pm	£300	£350
Half Day	9am – 1pm / 1pm - 5pm	£175	£200
Evening	5pm – 11pm	£350	£400
Full Day	9am – 11pm	£550	£650

\*prices inclusive of VAT

## TERMS

Left Bank Leeds requires a 20% deposit and signed hire agreement to secure a booking. The full balance for hire is due 8 weeks prior to the event, or at the time of booking if less than 8 weeks away. Non-payment may result in the date being released. Cancellation fees apply. A returnable £200 damage deposit is due prior to the event date.

Hire fees are for exclusive use of the whole building, excluding the Vestry Room. There is no access to the balconies or back corridor, except by prior arrangement - see Floor Plan. A PA system and a range of furniture and other AV equipment is available to hire from Left Bank - please see our equipment catalogue for details.

Depending on the nature of your event a completed risk assessment and/or evidence of public liability insurance and security staff may be required prior to the event.

Discounted rates may be offered to certain charities, community groups or regular bookings. All money raised from venue hire goes towards Left Bank's running costs and the continued development of the building and charitable objectives. Fees may apply for late collection, additional site visits or access to the venue outside the hire period.

## SERVICES

Venue hire includes an on-site or on-call Duty Manager for the booking or event as required. Left Bank can provide and staff a licensed pay bar free of charge with a £200 minimum bar spend guarantee.

Left Bank can arrange for additional event and set up staff to be available for a fee by prior arrangement.

To book, arrange a viewing or for more information contact:

**Sarah on 07746251867 or [events@leftbankleeds.org.uk](mailto:events@leftbankleeds.org.uk)**