



**AIRE <sup>ST</sup> WORKSHOPS**  
**MEETINGS • OFFICES • CO-WORKING**

**AIRE STUDIO** \_\_\_\_\_  
**INFORMATION PACK**

[lcvsenterprises.org.uk](http://lcvsenterprises.org.uk)

[airstworkshops.co.uk](http://airstworkshops.co.uk)

# AIRE STUDIO INFORMATION

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Thank you for your interest in the the Aire Studio conference / meeting room facility at Aire Street Workshops.



This room has capacity for 15-30 people, depending on the type of layout you may require.

Room hire includes use of our projector & screen, DVD player, PA system, printer & flip chart.

The room has lots of natural daylight and free Wi-Fi.

## HIRE PRICES

### FULL DAY £180

Times room available are from 8.30am – 5pm

### HALF DAY £100

Morning 8.30am – 12.30pm

Afternoon 1pm – 5pm

### HOURLY RATE £30

Available on an hourly basis ideal for breakfast meetings.



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## CAR PARKING

There is no car parking available at the building but there is paid parking available across the street nearby.

## INTERNET

The room has internet access at no extra cost.

## REFRESHMENTS

Please help yourself to tea and coffee, included in the room hire. Bottled water is also available at 60p per bottle.

Extra food and beverages can be provided on request, see page 3.

## OTHER INFORMATION

Rooms are available for hire Monday to Friday, 8.30am – 5pm.

Bookings which run over the listed times will be charged accordingly, half day hire in the morning will require the room to be vacated no later than 12.45pm as there may be a booking for the afternoon session.

Bookings outside of these hours are subject to a £30 out-of-hours fee and £25 per hour or part hour before 8.30am or after 5pm.

# AIRE STUDIO BOOKING FORM

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## CONTACT DETAILS

Your Company Name:

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Contact Name :

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Email:

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Contact Telephone Number:

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## INVOICE DETAILS

Invoice To (Name):

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Invoice Email:

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Invoice Postal Address and Postcode:

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## EVENT DETAILS

Date of meeting: \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of people attending: \_\_\_\_\_

Start time: \_\_\_\_: \_\_\_\_am / pm

End time: \_\_\_\_: \_\_\_\_am / pm

Name of Meeting/conference: \_\_\_\_\_

Layout required: \_\_\_\_\_ e.g. Theatre style, board room etc.

Please specify any equipment you will require  
(e.g. Projector & screen, DVD player, PA system, Printer, Flip Chart etc)

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# AIRE STUDIO **BOOKING FORM**

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## CATERING

Please note that catering is not included in the hire charge, please make your own arrangements.

We recommend three local companies, who will deliver at your specified time.

Appetite – [appetitedeli.co.uk](http://appetitedeli.co.uk)

Aire Office Catering – [aireevents.co.uk](http://aireevents.co.uk)

Turkish Fusion – 07767 052 515 or 07482 232 121

There are also two M&S stores in close proximity to Aire Street Workshops.

## TERMS & CONDITIONS

1. All clients must complete and return a booking form within 48 hours of receipt. Without this completed form, we may cancel your booking without notice.
2. A minimum of five working days notice is required for the cancellation of all bookings. Cancellations made 3 -5 working days in advance will be charged at 50% of the room booking fee, cancellations within two working days will be charged at 100% of the booking fee.
3. Any damage to the property or the furniture belonging to LCVS Enterprises Ltd will be charged to the hirer, the equipment and furniture remain the property of LCVS Enterprises Ltd/ Aire Street Workshops.
4. All invoices must be paid at the time of booking. LCVS Enterprises Ltd will raise an invoice at time of booking.
5. The management reserves the right to expel anyone from the premises who may be behaving in a manner deemed to be unsuitable, inappropriate, illegal or immoral.
6. Hirers must ensure that high standards of cleanliness are maintained at all times.
7. Hirers must not do or permit to be done on the Premises anything which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to LCVS Enterprises Ltd Aire Street Workshops or to other occupiers of the Building or any occupiers of the Building or any owner or occupier of neighbouring Premises.
8. Hirers must observe fire precaution procedures as displayed in the rooms. The Hirer is responsible for informing the attendees of the general 'housekeeping' rules and also of fire routes etc. Information on this will be provided to the hirer.
9. Hirers must at all times observe Health & Safety at Work Act 1974, as amended Regulations and to fully comply whilst using the facilities at Aire Street Workshops.
10. All accidents and injuries must be reported to the office immediately and recorded in the Accident Book held on site.
11. LCVS Enterprises Ltd cannot reserve any car parking spaces at the premises. Paid parking is available nearby. LCVS Enterprises Ltd does not accept any liability for any vehicles or any belongings left in vehicles parked nearby.
12. A late opening fee of £30 applies to all bookings starting after 5pm, an additional fee of £25 per hour or part thereof applies on top of all normal half-day booking fees which continue after 6pm.
13. LCVS Enterprises Ltd – Aire Street Workshops accepts no liability for injury, damage or loss not directly attributable to the negligence of their employees. The hirer is responsible for public liability or any other insurance required for their own event, including that of any third party providers used as part of their hire.
14. The Hirer agrees not to visit websites using our internet connection, which potentially could be viewed as inflammatory, obscene or morally ambiguous. In addition the Hirer accepts the cost of rectifying any repairs needed to IT equipment used should the Hirer be found to have caused an issue.
15. There is no VAT charge.

I (your name).....on behalf of (Company Name).....accept the terms and conditions as stated above.

If you would like further information please contact Aire Street Workshops, [info@lcvsenderprises.co.uk](mailto:info@lcvsenderprises.co.uk)