

WESTRIDGE *Studio*

Hiring Rates from September 2022

Westridge Studio is a venue for arts, creative, educational and well-being activities located in Highclere. It was refurbished to a high standard; a new heating system was installed and the whole Studio is thoroughly insulated.

Two spaces are available to be rented separately or together (a rental charge is applicable for each area). There is a downstairs kitchen, two toilets (disabled wc downstairs, second wc upstairs), and utility sink upstairs (ideal for arts activities).

Please note that access to the Creative Studio, upstairs, is by way of a staircase.

Parking is accessed from Star Lane, just turn off the Andover Road (A343). Parking space for up to 15 cars is available.

Charges are by the **period** (session) and *not by the hour*, this allows time for setting up and clearing away. Please clear the Studio in time for the next activity to set up.

Commercial activities are Jumble Sales and Money Raising Events (where the hirer is personally raising money for example, not a charitable or well-being activity, and events where participants are charged more than £15 per person). Westridge Trust is a charity and rental charges ensure the future of the Westridge Studio.

Wedding Receptions. Charge & period of hire *by arrangement*, from £200.

Alcohol Licence. All events which include the sale or supply of alcohol will require some form of authorisation. The hirer should contact:

<https://www.basingstoke.gov.uk/tempevent>. A copy of the license should be emailed to westridgebookings@gmail.com. Failure to adhere to the requirement of the 2003 Act would mean that the event is unauthorised. In such circumstances, the premises user would be liable to prosecution.

Non-Regular Bookings. The hire charge plus a **£100 deposit** (required to cover breakages etc.) is payable at the time of booking. The deposit will be repaid **after** the event if no damage has occurred.

All hires are subject to a Booking Contract which should be completed and signed, and charges must be paid at the time of making the booking to confirm the hire.

The Westridge Trust - Registered charity 1169481

July 2022 (without prejudice).

Performance Studio The Downstairs space.	Morning 8am – 12.30pm	Afternoon 1pm-5.30pm	Evening 6pm–11.30pm
Regular, Recurring bookings. <i>Non-profit, educational and community activities.</i>	£20	£20	£20
Whole day rental 8am-11.30pm. <i>Non-profit, educational and community activities.</i>	£60		
Commercial & Business			
Session rental	£35	£35	£50
Morning & Afternoon	£70		
Afternoon and Evening		£85	
Whole day rental 8am-11.30pm. Commercial.	£120		
Special event	<i>Price on application</i>		

Creative Studio	The Upstairs space with natural light and more floor space, ideal for arts, creative and seated activities.		
Regular, Recurring bookings. <i>Non-profit, educational and community activities.</i>	£20	£20	£20
Whole day rental 8am-11.30pm. <i>Non-profit, educational and community activities.</i>	£60		
Commercial & Business			
Session Rental	£35	£35	£50
Morning & Afternoon	£70		
Afternoon and Evening		£85	
Whole day rental 8am-11.30pm. Commercial.	£120		
Special event	<i>Price on application</i>		

Not all activities or periods of hiring will fall neatly into the above categories. For any enquiries, please contact the **Booking Coordinator** westridgestudiobookings@gmail.com to discuss rates.