



# THE FIRESTATION

## **Private Hire: Frequently Asked Questions**

The Firestation's Auditorium, Basement Studio and Loft are all superbly equipped and available for private hire individually or as a whole. Whether you need a meeting space, a venue for your presentation, IT facilities or just want to throw a great party, we have the perfect private hire solution for you right in the heart of Windsor.

On Friday and Saturday we only hire out the rooms for the duration of the evening (for example 20:00-00:00) as this is our busiest period.

### **Capacity of Rooms**

The Capacity of the Auditorium is 159 seated (with the rake seating), 130 standing (rake back) or 230 mixed. The Basement Studio can hold up to 130 adults standing. The Loft can accommodate up to 30 adults.

A site visit is recommended and our friendly staff are always pleased to show you around the venue.

### **Cost of Hire**

Once your hire has been arranged and provisionally booked we will raise an invoice. We require a 50% deposit and signed Terms & Conditions to confirm your booking with the balance payable 72 hours prior to the hire date.

### **VAT**

All prices are quoted excluding VAT. Our VAT number is 932775501.

### **Catering**

We are happy to cater all events. Our comfortable and stylish bars serve a great range of hot and cold food, teas & coffees, drinks and cocktails and our staff are happy to help you devise a pre ordered, pay as you go or canapés menu. We also have a range of partner restaurants and caterers to offer an alternative menu. You are also welcome to supply your own catering should you wish.

Please contact [hire@firestationartscentre.com](mailto:hire@firestationartscentre.com) to request the children's and adult buffet menus or discuss your requirements.

### **Bars**

There are two bars at The Firestation. The main bar (upper and lower) is open to the public every day from 10:00 – 00:00 (10:00 – 22:30 on Sundays). Additionally we have a fully equipped bar in the Basement Studio that is open for shows and gigs, or is available upon request for private hire. A guaranteed minimum spend of £100.00 per evening applies for all private hires.

For corporate events a ticket system can be used if required for drinks on arrival and throughout your event. Your food and drinks bill will then be added to your invoice.

### **Additional Staff**

*Windsor's centre for arts and culture*

The Firestation Centre for Arts & Culture  
The Old Court, St Leonards Road, Windsor SL4 3BL  
T. 01753 866 865 W. [www.firestationartscentre.com](http://www.firestationartscentre.com)  
Company Number. 06592783  
VAT. 932775501

We can supply additional front of house staff for drinks and food service, guest greeting, ticket handling or satellite bars should you need them, at a rate of £10 per person per hour.

We can also supply badged door supervisors should you need them or if required by the venue. Costs will be quoted once booked with our security provider. We will only use our approved security provider.

### **Nearest Parking**

We have limited free car parking available at The Firestation after 18:00 or 1 and 2 hour pay and display bays opposite (unrestricted in the evenings). We are 5 minutes walk from Victoria Road multi-storey car park.

### **Chairs & Furniture**

A selection of adult & children's chairs and tables are available at the Firestation. We can arrange to have the tables laid out for a buffet and chairs for general seating if pre directed. Alternately you are welcome to supply your own furniture.

Please contact [hire@firestationartscentre.com](mailto:hire@firestationartscentre.com) with requirements.

### **Decorations**

Regarding decorations, all fabrics must be fireproofed and no tape is to be used. If you are using helium balloons please make sure you take these, and any gas canisters, away with you after your event.

### **DVD / Wii**

Hire out our Cinema exclusively just for you and your friends to watch your favourite films or indulge in the ultimate Wii experience! We have a small selection of DVD's and games available however if you have a specific film or game in mind we would recommend bringing it along with you.

A film license is required for all screenings when an admission fee is charged or funds are raised. This fee ranges from £85-£100.

### **Music**

Live bands, DJ's, CDs and iPods can all be used with our system to provide music for your party and you can hire your own DJ or Band. *All live bands using the in house sound system will require technical support (please see below).*

### **Technical Support**

We provide a technical support service for conferences, gigs and general help using our equipment if required, this is charged at an additional cost of £15 an hour.

### **Closing times**

Our bars close at 00:00 and we allow for 30 minutes finishing up time, the venue closes at 00:30 and 22.30 on Sundays.

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