



## BOOKING GUIDE

### DANCE STUDIO, HOUNSLOW ARTS CENTRE

**IT IS THE HIRERS RESPONSIBILITY TO THOROUGHLY READ THIS GUIDE. THE VENUE WILL NOT BE HELD RESPONSIBLE FOR ANY ISSUES THAT ARISE AS A RESULT OF THE HIRER NOT FULLY READING AND ADHERING TO THIS GUIDE.**

## WHAT EXACTLY DOES YOUR BOOKING INCLUDE

It is important that we are on the same page with what is included in your hire, please familiarise yourself with the below. Your booking includes;

- Use of the 35 capacity Dance Studio at Hounslow art centre (Not FOH areas unless otherwise agreed)
- Up to 35 chairs and 10 tables if required. (Sound system not included in hire unless otherwise agreed)
- Your access will be from the start time of the hire and not before. If you go over your stated finish time you will be charged at the overtime rates stated in the hire agreement.
- The dance studio is equipped with a wireless SONOS system, please download the 'Sonos app' to use our system or bring your own boombox.

## RATES

- £28.00 per hour
- **Out of hours' use** – Our spaces are available to hire 24/7. If you wish to hire outside of our standard opening hours there is an additional security surcharge of £36.00 per hour to keep the centre open.
- **Payment Terms** – Full Payment is required upfront to secure any dance studio bookings.

## STANDARD OPENING HOURS

- Monday, Tuesday, Wednesday & Friday 9.30am to 6pm
- Thursday 9.30am to 7pm
- Saturday 9.00am to 6pm
- Sunday 11:00am to 5.00pm



**BOOKINGS@  
HOUNSLOWARTSCENTRE.C  
O.UK**



**@HOUNSLOWARTS**



**02037432329**



**WWW.HACENTRE.CO.UK**

## CLASS - TICKETING

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If you are selling tickets for your class it is important to get in on sale early to allow people plenty of time to book. It is important to allow different avenues to do so. We recommend that you use an online system to sell your tickets. Hounslow Arts Centre cannot handle tickets sales for you event, however here is who we recommend to use;

- See Tickets - <https://clients.seetickets.com/Promoter/Register/>

## MARKETING

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Marketing is imperative to selling your event the more you distribute the bigger your audience will be.

- If you are printing flyers and posters we recommend you use - <https://www.stressfreeprint.co.uk>
- If you need artwork designed, we recommend you use - <http://www.desktidydesign.com/>
- We can display posters and flyers for you, the artwork for these must be signed off by Hounslow arts centre management prior to this, please email a proof of your design to [management@hounslowartscentre.co.uk](mailto:management@hounslowartscentre.co.uk) if we receive physical print without having signed off on a proof we retain every right to not display your print.
- **ALL ARTWORK MUST CLEARLY HAVE OUR LOGO ON AT A READABLE SIZE**, you can download our logo from [www.hounslowartscentre.co.uk/downloads](http://www.hounslowartscentre.co.uk/downloads)
- We will only display the following print; **all print must be portrait**;

1 A0 Posters (Must be pre agreed with management)

5 A3 Posters

5 A4 Posters

250-1000 A5 Portrait Flyers, **MUST BE AT LEAST 170GSM**

1 Pull up banner (Must be pre agreed with management)

ALL FLYERS AND PRINT SMALLER THAN A3 WILL BE DISPLAYED WITHIN 7 DAYS OF US RECEIVING.  
A0 POSTERS WILL BE DISPLAYED AS SOON AS POSSIBLE DEPENDING ON AVAILABLE SPACES.

You can have print directly delivered to us;

FAO; Marketing Team  
Hounslow Arts Centre, The Treaty Shopping Centre  
High Street, Hounslow  
TW31ES

## ACCESS & PARKING

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**During opening hours** – You can access the centre via the shopping centre.

**Outside of opening hours** (If you are paying the security surcharge) – you can access the centre through the high street entrance opposite Barclays Bank or parking on level 3B of the car park and using the lift to access the arts centre.

**Parking** - If you are paying the security surcharge then you and your attendees can park in the Treaty Centre Car Park until your event finishes. Standard car parking charges apply. (If you arrive after 6pm it is a flat £4.00 charge.)

**If you have hired without security** – all attendees must use the stage door entrance and be buzzed in and out using the intercom, please note the stage door entry has two flights of stairs and no disabled access, if you require disabled access then they will need to enter through the treaty Centre loading bay 2 and you must inform us in advance of this as well as supplying an usher to assist at this position.

Please contact [bookings@hounslowartscentre.co.uk](mailto:bookings@hounslowartscentre.co.uk) with any further questions.

We look forward to working with you soon.

The Hounslow Arts Centre Team