

# RE:CENTRE

## VENUE HIRE FREQUENTLY ASKED QUESTIONS

### **1. WHAT TIMES CAN I ACCESS THE VENUE?**

Our standard opening hours are 8 am to 9 pm on Weekdays and 8 am to 8 pm on Weekends. Should you need access outside of these times, please speak to the team.

### **2. WHAT IS INCLUDED IN THE HIRE FEE?**

We hire our venues on a dry hire basis and can quote for additional support. Please see details on our website for what facilities are offered within each space.

### **3. WILL THE ROOM BE SET UP ACCORDING TO MY NEEDS?**

We would be happy to assist with the set up/take down of the venue to your requirements however this is not included in the cost of the hire and an additional fee will apply.

### **4. FOR MY EVENT, I NEED MORE FURNITURE. CAN YOU ARRANGE THIS?**

Our team can arrange some additional props or furniture at an additional cost.

### **5. WILL I HAVE RECEPTION STAFF AVAILABLE ON THE DAY TO CHECK MY CLIENTS IN?**

We can arrange for you on request but this is not included.

**6. CAN WE BRING IN OUTSIDE CATERERS?**

We have an in-house vegetarian Café that can cater to your needs. Should you have any special requirements please speak to our event team.

**7. CAN WE BRING ALCOHOL TO THE VENUE?**

Re:Centre is an alcohol free venue.

**8. ARE REFRESHMENTS INCLUDED?**

Refreshments are not included in the price of the hire. We offer catering and would be delighted to offer you a bespoke quote for your budget.

**9. IS THERE PARKING ONSITE?**

There is limited parking available between Monday to Friday from 9 am to 5 pm. Please inform the events team should you require a parking space.

Outside of these times, street parking is available.

**10. DO YOU HAVE DISABLED ACCESS?**

Yes, both our event and workshop spaces are located on the ground floor with disabled access and toilet facilities. We also have hearing assistance devices; please let us know in advance if you will need these.

**11. ARE CHILDREN ALLOWED IN THE VENUE?**

Yes, we are a family friendly venue but please note that adult supervision is required at all times when children are present.

**12. ARE DOGS ALLOWED AT MY FUNCTION?**

We are a dog friendly venue in most areas except our Workshop space. All dogs must be on a lead when on the premises.