



THE COURTHOUSE PROJECT OPENING MAY 2004

LETTINGS POLICY

This exciting new community venue, offering a variety of fully accessible spaces, facilities and equipment, is inviting expressions of interest for room bookings from groups and individuals. Please read the following information, then fill in the attached form and return to Hazel Costello, 17 Lisker Avenue, Otley, LS21 1DG. If you have any queries, please ring 01943 464431

The Courthouse Project - what is it?

The Courthouse Project will be based in the old magistrates' courts on Courthouse Street in Otley. Nine months of building work and fitting out, from August 2003 to May 2004, will transform this fine old Victorian building into a community resource for all the people of Otley and the surrounding area.

The Courthouse is likely to be open from 10am Mon-Saturday.

On Sundays it is likely to be open from 2-5pm with morning opening depending on demand.

Please read through the attached information and let us know what use you would like to make of The Courthouse - we will do our best to accommodate you!

Please pass on this information to anyone you know who might like to hire a room.

More forms / information leaflets available from Hazel Costello (contact details overleaf), or from the Otley Civic Centre.

Spaces and facilities available

Ground floor

Foyer area

Available throughout the day - no need to book.

Suitable for: informal meetings of two-four people.

Tea, coffee, cakes available most days.

COST: No charge.

The Old Courtroom

Large space, seating 130 (200 standing) with full performance facilities - moveable raked seating, stage blocks, sprung floor, versatile, accessible, sound and lighting systems, piano, storage and induction loop.

Suitable for: rehearsals, performances, concerts, dance, film and slide shows, large meetings, exhibitions, voluntary sector conferences, craft fairs.

COST: From £10 per hour

An extra charge is likely to be made for use of the lighting and sound facilities

Note: Conferences

For large events, we can offer the Courtroom plus up to three break out workshop rooms.

COST: From £16 (one break out room) / £22 (2) / £28 (3) per hour. Please contact us to discuss daily rates.

The Robing Room (portable induction loop available)

Seats 16, with separate entrance, en suite accessible toilet and small storeroom with art room style sink.

Suitable for: small meetings; use as a children's activity room or crèche area (basic toys and small furniture provided); for 'clean' craft activities e.g. needlework, drawing; or for small acoustic music groups.

COST: From £6 per hour

Multi Media Room (portable induction loop available)

Computer Room with 6 – 8 networked workstations, offering dtp, web-site design, digital imaging, animation and video editing software as well as word processing and spreadsheets.

Suitable for: groups wanting to make their own newsletters, posters, web-sites, videos etc and for those wanting to learn. (We can put groups in touch with suitable trainers). Can also be used as a small meeting room/meeting room with or without IT facilities.

COST: From £6 per hour including one computer. £1 for each additional computer used. A small charge will be made for printing or photocopying. Computers can also be used on a 'drop in basis' at £1 an hour at certain times. Extra charge for consumables.

Café/bar area (portable induction loop available)

Seats 16+. Refreshment / food / bar facilities will be available at some fixed times – to be confirmed – and also by special arrangement.

Suitable for: small performances e.g. poetry reading, story telling; less formal meetings including youth groups.

COST: No charge for use by centre users. From £6 per hour for exclusive use

Interview/counselling/therapy/teaching/practice rooms

3 calm, soundproofed, counselling/alternative therapy/interview/practice or music teaching rooms with own waiting room area and accessible toilet, available evenings, weekends and some 'twilight periods'.

COST: From £5 per hour

First floor – fully accessible by lift

Art Room (portable induction loop available)

Seats 16, with north light, accessible sinks and limited storage for 'messy' activities – e.g. painting, making, clay work etc or for life drawing.

Suitable for: groups or classes; or for scenery production, carnival making etc.

COST: From £6 per hour

Jailhouse Rock Recording studio

Small, wheelchair accessible, fully equipped sound editing studio available from late 2004.

COST: From £6 per hour. Extra charge for consumables

Video editing cell/individual studio

Small cell available for individual use for video editing, recording, music practice or as a 'studio'.

This room will ultimately become the 'live room' for the recording suite.

COST: From £6 per hour. Extra charge for consumables

Other information

Storage

There is limited storage space, please indicate if you need to store large items. A charge will be negotiated for the storage of large equipment. All items will be stored in a secure space, but storage is at the owners risk

Sharing

We want to enable as many people as possible to use the Courthouse and we'll do all we can to match people with what they need. However, some days and times are going to be very popular. It would be very helpful if you could supply alternative meeting days or times if this is possible. Groups using the Courthouse will be expected to respect the needs of others, especially those who may need to use the fully accessible facilities we offer.

Setting up and clearing away time

Remember to include these in the total time that you want to book the room for – an organization running a 2 hour event, is likely to need to book a room for at least 2.5 hours. Setting/clearing up time is normally half price.

Lettings review and Users Group Meetings

There will be an annual review of all lettings. Representatives from user groups will be invited to join the Courthouse Users Group which will meet 3 times a year with members of the Board of Directors and the Centre Development Manager to share ideas for future developments and iron out any practical problems.

