



*The Project Café is a not for profit community resource.
We aim to provide a shared platform, holding the
interests of the people, the community and the
environment at the heart.*

The cafe provides an inclusive and relaxed space for exhibitions, workshops, discussion groups, classes and is frequently used as an informal meeting space. All proposals are considered on a case by case basis.

To enable the cafe to sustainably provide itself as a continued platform for these event, we have suggested rates for the hire of the space. We aim to meet both the economic needs of the café and the people who make use of the space and we are open and willing to discuss how this can be achieved.

Commercial	Group/Business/Individual	£30/£40* per hour
Not-for-profit	Registered Charity/CIC/Social Enterprise	£20/£30* per hour
Not-for-profit	Unfunded group or unfunded individual	£10/£20* per hour
Not-for-profit	Exclusive use of kitchen	£20 per hour
		*staffed

The cafe continues to offer an alternative exchange option for not-for-profit groups and activities and we encourage that money does not be a barrier between you and the space. In this case, the conversation is open.

Conditions of Use

Proposing an event

~Please get in touch by the 25th of each month with a proposal for the month ahead in order for your event to be included in the printed programme and on the website.

~As we function as a café during the hours of 9-5pm, we are able to host events in the evening from 6pm at the earliest. Events will finish by the agreed time and by 10pm at the latest. If your event runs over the time stated, an additional fee may be necessary.

~We do consider block bookings of events, and suggest an initial 'trial' event to experience the feasibility or schedule a review part way through.

~Our capacity is 40 people seated at tables comfortably. Without some of the tables we can fit 50 people.

Accessibility

The café is wheelchair and pushchair friendly with ramp access at the front of the building and a lift that can be accessed through the Fleming House main entrance underneath the ramp. We are on level 2. We have a disabled access toilet and baby changing facilities.

Food, Drink and Corkage

~ Depending on the type of event that you're hosting it may be suitable to have a member of staff working front of house to serve teas, coffees and cold drinks. Another option would be to leave out filter coffee and tea for guests to help themselves, with either a suggested donation from each person individually or a group charge.

~ We have a bring your own bottle option, with a corkage charge of £3 per person. If you'd like to provide your guests with a drink, then we can arrange a group corkage charge.

We can provide catering for events so please get in touch to request a menu.

Use of Kitchen

You must have your own Public Liability Insurance. All food brought into the cafe must be vegetarian.

Hire fee payment

We invite the hire fee to be paid ahead of the event or on the day by cheque, cash or bank transfer.

Cancellation policy

Should you need to cancel your event, we would love to have at least two weeks' notice. It may risk losing part of your hire fee if not. For public events, they may already have been featured on our monthly printed programme.

Licensing and Insurance

It is your responsibility to ensure you have the correct licensing and insurance for your event.

If working with children or protected adults you must have the appropriate protection measurements in place.

Marketing

The responsibility of the events success and marketing is your own. We are happy to help and can list information on The Project Café website and in our printed programme. We can make social media posts on the day of the event and have a dedicated space in the cafe for posters.

Set up and close down

We invite everyone to be involved in the setup of the space prior to the event and to help clean up and return the space back to its beautiful and functional state (or even better than!) once the event has finished.

If you will be using the space without a member of cafe staff present then a short meeting will be arranged ahead of the event to go through the cafe close down procedure. A close down check-list will be provided, which will include washing any used dishes, sweeping floors and wiping surfaces.

After the event

We are grateful to receive images, documentation and testimonials to add to our archive and website. After an event, we will email you a short evaluation form; your comments will help contribute to our future collaborations and to improve on 'blind spots' and we love receiving all feedback!

What happens now

If you would like to host an event at the cafe and are happy to meet our requests then please fill out this form [here](#) with as much detail as possible. From there, we may need to ask clarifying questions after which we will be able to book you into the calendar. Please ensure you receive confirmation of booking before advertising your event.

If you have any questions or extra information you'd like to include then you can email us at theprojectcafe@live.co.uk and we will get back to you as soon as we can. Please note that we work part-time in the office and so will aim to get back to you within a week of your enquiry.