

2023 Venue Hire
Phoenix Art Space
Brighton

ABOUT PHOENIX ART SPACE

Phoenix Art Space is a thriving and dynamic arts organisation located in the centre of Brighton and established as a charity in 1995.

We are a place to make, learn and talk about contemporary art, embedded in our local community and with an international outlook. Our 100 artists' studios, three public galleries and free exhibitions provide creative opportunities throughout the year.

Alongside our exhibition programme, we put on a range of regular community events which are open to everyone. These include talks and presentations from artists and arts organisations, family fun days, short courses, one-day events and drop-in workshops.

Our Main Gallery and Project Space are available to hire for short term temporary events, including parties and dinners.



Capacities



SPACE	SEATED	STANDING
MAIN GALLERY	75	150
PROJECT SPACE	30	50

MAIN GALLERY (SPACE ONLY)

EVENING HIRE (exclusive use of Main Gallery)

- Main Gallery closed to the public
- 6pm - 10pm (last loading-out time 11pm or the following day by agreement)
- £250

FULL DAY HIRE (no exhibitions / seasonal)

- Main Gallery closed to the public
- £300



PROJECT SPACE (SPACE ONLY)

EVENING HIRE (exclusive use of Project Space)

- 6pm - 10pm (+2 hours set up time, +1 hour derig)
- £150

FULL DAY HIRE (no exhibitions / seasonal)

- 10am - 10pm (+2 hours set up time, +1 hour derig)
- £250



FAQs

- **Do you offer discounts?** We offer a 10% discount for all registered charities.
- **Do I need to pay upfront?** We charge a non-refundable reservation deposit of 20% which is payable in advance of your booking. The remaining 80% and a £150 refundable damage deposit will be invoiced four weeks ahead of your event.
- **Can I host a wedding reception at Phoenix Art Space?** Absolutely. We would be delighted to host your reception in our Main Gallery. (Please note that we do not have a wedding license at this time to host the official ceremony).

- **Do you have parking at Phoenix Art Space?** We have limited parking available in Phoenix Place, at the back of the building. Up to 8 spaces can be booked via the Your Parking website. We also have loading bays for temporary loading in and out, which can be booked in advance.
- **Are your venue hire spaces fully accessible?** Our ground floor is wheelchair accessible, with entry via a ramp to the left of the main entrance. The entire ground floor is level apart from a slight ramp leading into the Main Gallery. There are steps at the café entrance, but visitors may prefer to use the ramp and enter via the main entrance.
The galleries, workshop rooms, café and toilets are situated on the ground floor with wheelchair access. Baby change facilities are available. We welcome guide and hearing dogs.

All catering and other production fees are at an additional cost and invoiced separately.

- **Can I bring my own caterer?** Canvas Café are based at Phoenix Art Space and would be happy to discuss catering options with you. Alternatively, you are welcome to book your own caterers. Please note that there are no kitchen facilities available for external caterers.
- **Can I play music at my event?** Of course. You are welcome to bring your own music system and sound technician. As we are located in a working art space, with artists studios above and below and a residential area behind our building, we are unable to play music past 11pm and reserve the right to manage noise levels.
- **Do you have AV equipment we can hire?** We do, including a PA system and monitors. Please get in touch for a full list. We will always attempt to lend any tech we have onsite, however as it can be in use elsewhere in our building we cannot make promises regarding its availability.
- **Additional Front of House staff required** will be charged at £ 15 /hour /person (minimum 3 hours /per person). We may request that larger parties or events provide additional security personnel at their own cost.

Contact Information

Please contact Belinda Greenhalgh, Operations Manager,
for an initial discussion about your requirements.

01273 603700

info@phoenixbrighton.org

www.phoenixbrighton.org



