



Venue Hire Pack



About Quarterhouse

Quarterhouse is an arts centre situated in the heart of the Folkestone Creative Quarter. Close to the harbour and The Old High Street, Quarterhouse is a modern and versatile venue with great links to London, only 57 minutes from St. Pancras International.

The venue is used for a wide range of activities, from performances to conferences, festivals and presentations. Our versatile auditorium offers tiered theatre seating for 250 people and has a standing capacity of 490 over 2 levels. Purpose built meeting rooms are available for training, small boardroom style meetings and conferences. We also have a stunning contemporary bar, perfect for parties and celebrations of all kinds.

Our flexible auditorium space, meeting rooms and bar area are all available for whatever function you have in mind. Our small, friendly team have over 25 years of professional event management experience between them. We will work with you to accommodate your needs and make your corporate hire, away day, private party, seminar or conference a memorable one. With great transport links to and from London and the rest of Kent, competitive rates and a welcoming team, our fully accessible venue could be just what you need.

Our facilities cater for events such as:

- Weddings
- Parties and Celebrations
- Wakes
- Christenings
- Exhibitions
- Conferences
- Meetings
- Performance and Rehearsal Space

We can provide:

- Technical support
- Use of lighting, sound and AV equipment
- A Front of House or Event Manager
- Friendly Stewards
- Cloakroom and registration or box office area
- A fully staffed and well stocked bar
- Free Wi-Fi
- A full Box Office service
(Online, by phone or in person). Please ask for more details



Catering at Quarterhouse

Our catering service offers a range of refreshments and food including:

- Tea and coffee
- A variety of cakes, pastries and biscuits
- Wine, beer, spirits and soft drinks
- Canapés
- Finger buffets and working lunches
- Full range of catering options

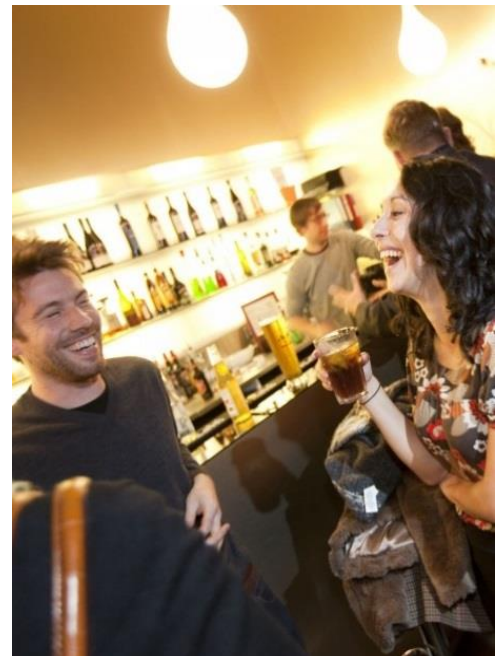


For large scale events we can recommend caterers to ensure the smooth running of your event. This would be depending on the style of food you would like to have and your budget. We work with the best caterers in the area making us fully flexible to your requirements.

We also allow you to bring your own caterers into the venue should you choose to.

To discuss your ideas contact Sally Otteson on 01303 760755 or email sallyotteson@creativefoundation.org.uk

We will arrange a visit for you to see the Venue and afterwards put together a hire contract for you, to ensure that all your requirements are met and that you are happy with how the event will run.



Quarterhouse Auditorium

Our auditorium boasts a capacity of 250 seated or 490 standing across two levels and the layout can be configured to suit your event, from cabaret-style tables and chairs, to fully raked seating, or as an open performance space/ dance floor.

We can also offer two dressing rooms and the potential for breakout spaces in our meeting rooms, if required. The venue is fully accessible for people with mobility needs.

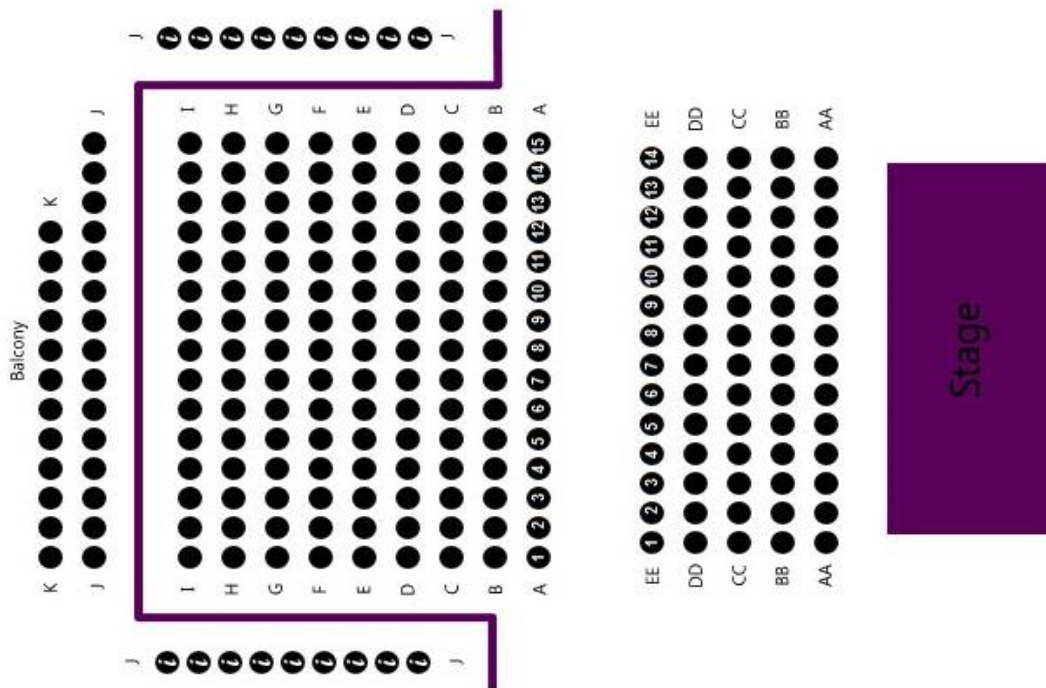
The auditorium can be customised to fit a multitude of events ranging from performing arts to conferences, festivals, presentations and weddings.

For more information on seating, sound, lighting and other facilities please see technical overview on page 15.



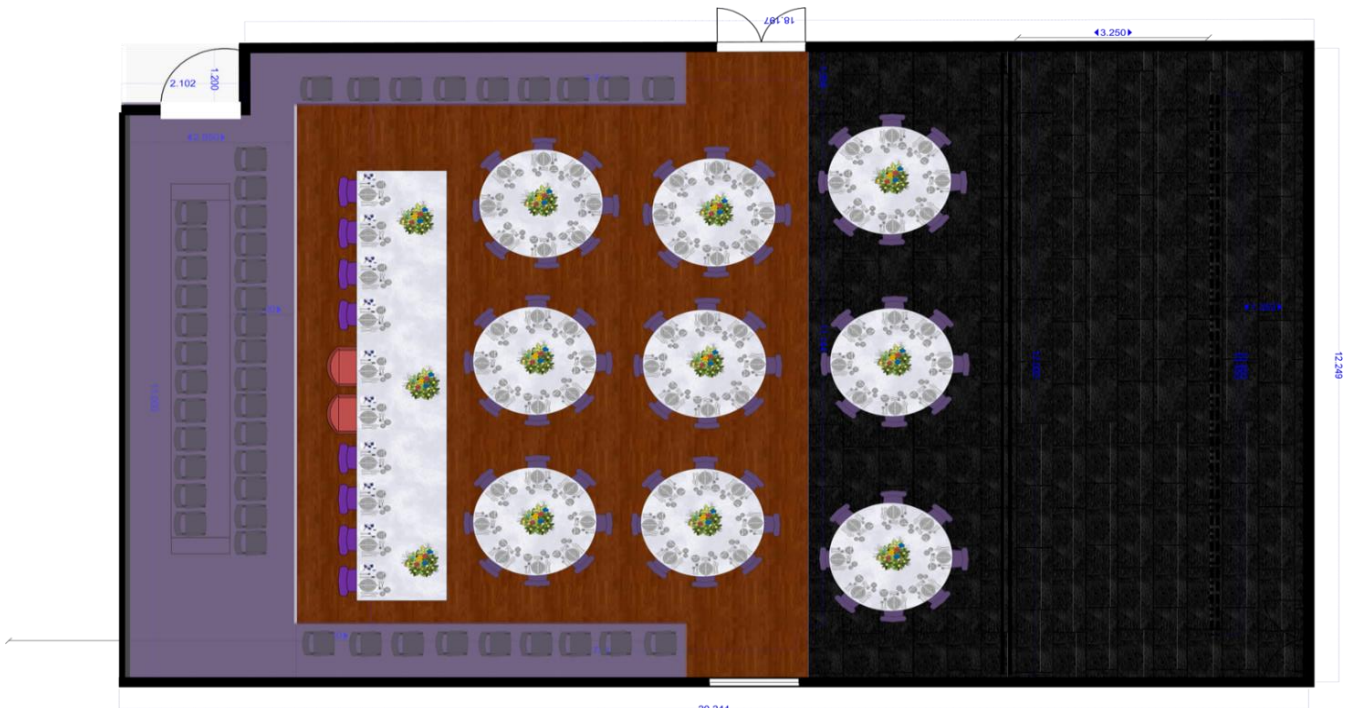
Auditorium

Example of Theatre-style seating



Auditorium

Example of Banquet-style seating Plan



Quarterhouse Café bar



Our café bar is a spacious and bright area, with full length glass windows overlooking the colourful Tontine Street.

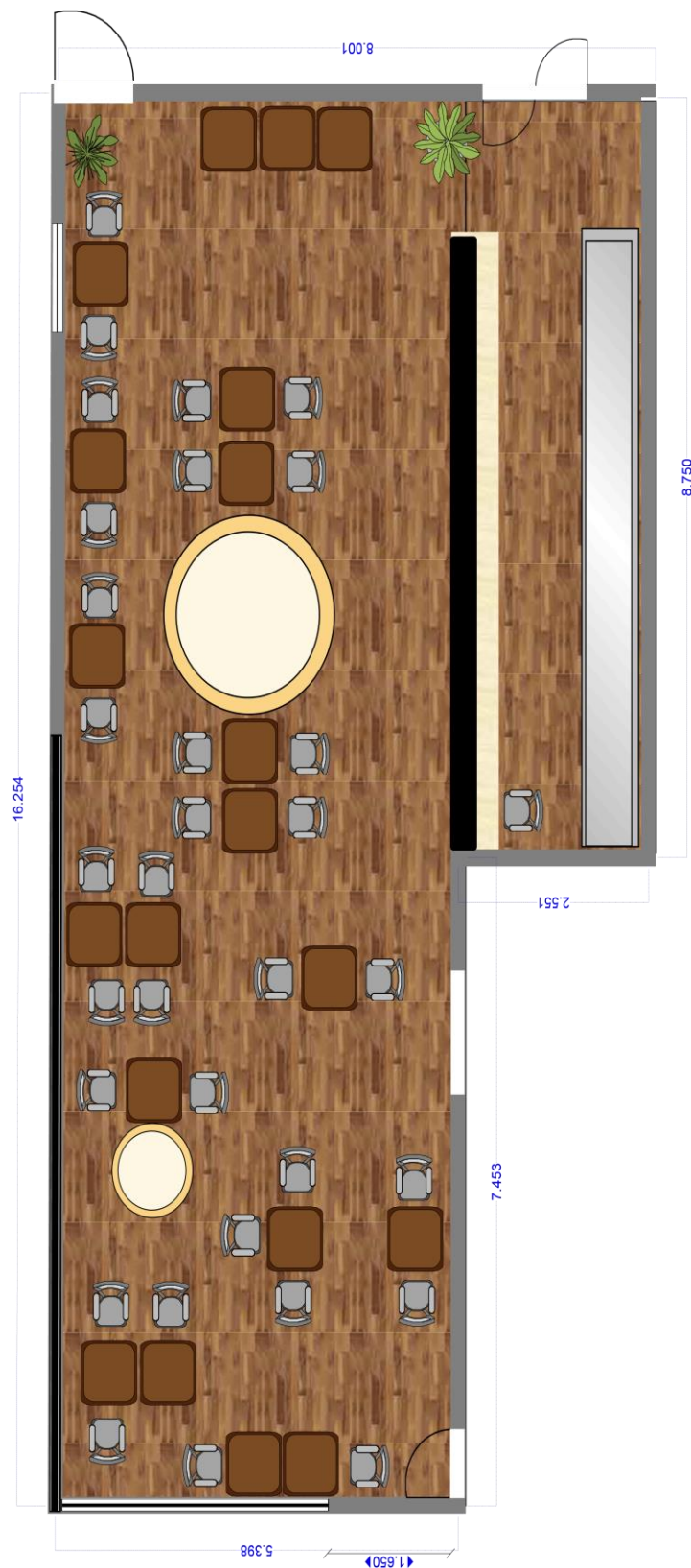
We have hosted a wide range of events in the bar, including themed private birthday parties, children's and corporate parties, meet the author booking signings, acoustic music nights, talks and workshops. An ideal space for a corporate or private party, we also have a 1000 watt speaker system set up to cater for your music needs.

The bar is included in evening hires of the auditorium, or auditorium hires that require a space for the provision of catering. But it can also be hired as a standalone space.

We have a range of reasonably priced bottled and draught beers available, as well as spirits, wines and ciders and we can stock additional brands for any specific requirements.



Café bar Casual seating arrangement



Quarterhouse Meeting Room



Located on the third floor, Quarterhouse meeting room is a bright and airy space with dual aspect windows overlooking the newly redeveloped Payers Park.

Whether you are conducting an interview, boardroom discussions or an away day, the meeting room is an ideal space and is available to hire for half or full day sessions.

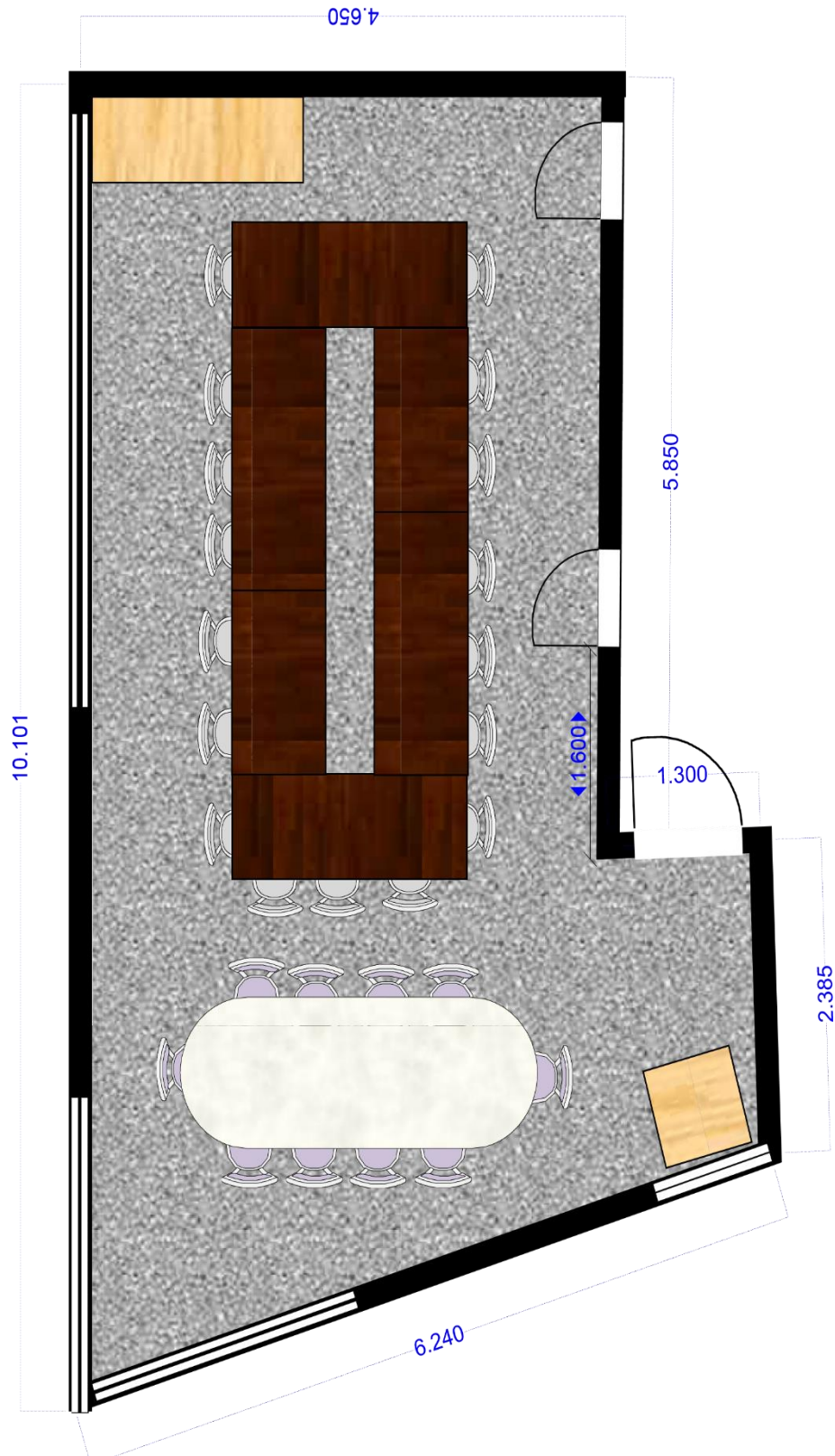
The meeting room can seat up to 24 boardroom style or up to 40 theatre style. We can provide you with a projector, screen and a printing/ photo coping service for a small charge. Wi-Fi is available at no extra cost.

Tea, coffee and light lunch can also be provided within this space or in the Café bar area.

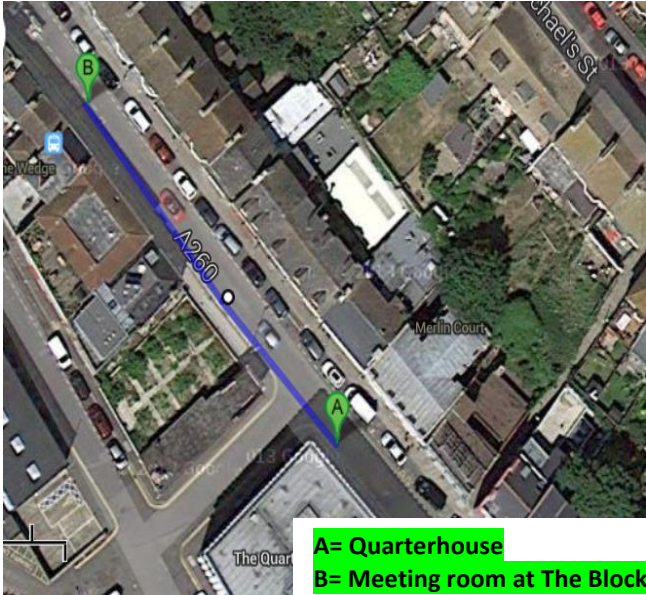
For more information on capacity and facilities for this space, please see page 18.



Meeting Room Board Room Set-Up



Meeting Room at The Block



The Block Meeting Room is located approx. 40 metres from Quarterhouse building along Tontine Street. (As seen on the map directly above.)

Another space on offer which is spacious and airy with high ceilings; an ideal space for interviews, boardroom discussions, away days or workshops.



Facilities

- The meeting room is at ground level with the toilets located on the 1st floor, accessible via stairs or a lift.
- Refreshments and lunches are available when booked in advance.
- Flip chart pads (£6.00 + VAT) and photocopying services (10p + VAT per copy) are available from Box Office.
- Parking is available for £5 per day or £1 per hour at Mill Bay Car Park, located at the rear of Quarterhouse.

Location



By Train

High speed trains run regularly from London St Pancras International (journey time 57 minutes). The last return train from Folkestone to London is at 22:56. Folkestone Central Station is a short walk from the centre of town and approx. 15 minutes from Quarterhouse by foot. National Railway Enquiries – 08457 484 950 or www.nationalrail.co.uk

By Car

From the M20, turn off at junction 13 and follow signs to the Harbour.
(SAT NAV USERS – CT20 1BN)

Parking

There are 40 spaces in Mill Bay Car park located directly behind Quarterhouse. You can Purchase tickets from a Pay & Display Machine for £1 per hour or £5 per day. Parking is free of charge after 6pm. For more information on reduced price monthly or annual permits please call Quarterhouse Box Office.

By Bus or Coach

A direct National Express coach service runs from London Victoria Coach Station to the main bus station in Bouverie Square, Folkestone. Stagecoach operates a network of routes linking local towns and villages to Folkestone.

Taxis

JJ's Taxis: 01303 244 442
Premier Cars: 01303 270 000

VENUE HIRE RATES

DESCRIPTION		MONDAY - THURSDAY	FRIDAY - SUNDAY
ROOM HIRE	THE AUDITORIUM -		
	DAY HIRE FOR 1-6 HOURS	£200 + VAT	£300 + VAT
	DAY HIRE FOR 6-10 HOURS	£400 + VAT	£500 + VAT
	EVENING FROM 1700	£400+ VAT	£500 + VAT
	THE MEETING ROOM		
	DAY FOR 1-6 HOURS	£60 + VAT	£90 + VAT
	DAY RATE 6-10 HOURS	£100 + VAT	£150 + VAT
	EVENING HIRE	£150 + VAT	£180 + VAT
	THE BAR		
	FOR PARTIES OF 20 - 200		
	GUESTS EVENING ONLY	£250 + VAT BAR	£350 + VAT BAR
	EXCLUSIVE USE VENUE	£500 + VAT BAR OPEN	£600 + VAT BAR OPEN
(PLEASE CALL FOR QUOTATION AS DISCOUNTS CAN APPLIES AT CERTAIN TIMES)			

EQUIPMENT	AVAILABLE ON SITE FOC	CHARGE PER ITEM FOR	
		ADDITIONAL	
CONFERENCE CHAIRS	80	£2.50 + VAT	
THEATRE SEATING	250	N/A	
5 FT ROUND TABLES	10	£6.50 + VAT	
TRESSEL TABLES	15	£5.00 + VAT	
TABLE CLOTHES	0	from £7.50 +	
NAPKINS	0	VAT.75P +VAT	
FLIP CHART WITH PAD	2	£6.00 + VAT	

STAFF CHARGES	SECURITY (RIGHT GUARD)	£14.00 PER HOUR + VAT	
	TECHNICIAN	£12.00 PER HOUR + VAT	
	FOH	£7.50 PER HOUR + VAT	usually included in hire
	BAR STAFF	INCLUDED	WITH CASH OR CREDIT BAR 1 PER 40 GUESTS
	EVENT PLANNER/DUTY		
	MANAGER	INCLUDED	FROM ENQUIRY TO EVENT END

BASIC VENUE CLEANING IS INCLUDED IF ADDITIONAL CLEANING IS REQUIRED THIS WILL BE CHARGED AT A COST OF £100 +VAT

VENUE HIRE RATES

(CONT)

TECHNICAL EQUIPMENT HIRE

PROJECTOR/ SPEAKERS	£30 + VAT	SMALL MEETING ROOM
PROJECTOR /SCREEN	£125 + VAT	LARGE AUDITORIUM
SCREEN	£15 + VAT	SMALL PORTABLE FREE WITH PROJECTOR
MICROPHONES	£30 + VAT PER UNIT	LAPEL, HAND HELD, ROVING
PA SYSTEM	FOC	BAR
LECTURN	FOC	

AUDITORIUM IN-HOUSE LIGHT AND SOUND INCLUDED IN ROOM HIRE TECHNICIAN TIME APPLICABLE MIN 4 HOURS

CATERING

TEA & COFFEE	£1.50 + VAT	PER SERVING
TEA, COFFEE & BISCUITS	£1.90 + VAT	PER SERVING
SANDWICH BUFFET LUNCH	£8.50 + VAT	INC: SANDWICHES, HAND COOKED CRISPS, A VEGETARIAN PASTRY, FRUIT PLATTER, ORANGE JUICE AND WATER.
SANDWICHES	£5.50 + VAT	PER ROUND

(ALL EVENTS CATERED FOR ON AN INDIVIDUAL BASIS PLEASE ASK FOR A QUOTATION.)

- BEST CONFERENCE OFFER -

DAY	FROM £29.50 + VAT	BASED ON MINIMUM OF 10 DELEGATES IN MEETING ROOM & 40 DELEGATES IN AUDITORIUM	INCLUDES:
			FULL DAY ROOM HIRE, 3 SERVINGS OF TEA/ COFFEE & BISCUITS, SANDWICH BUFFET LUNCH, FLIP CHART HIRE, PROJECTOR & SCREEN HIRE, STAFF
DELEGATE RATE	PER DELEGATE		



Technical Overview

The performance space and facilities in Quarterhouse are designed to be as flexible as possible. The aim is to support a mixed programme including drama, live music, dance, film, comedy, workshops and classes, fashion shows and more. The auditorium offers a variety of different possible configurations of seating and staging to optimise the use of the venue, as well as the experience of both performers and audiences. The space can also be used for conferences and private functions and can be customised to suit any event. Below is an overview of the technical fit out and facilities available at Quarterhouse.



Seating

Depending on configuration and staging requirements, the auditorium has a maximum capacity of 250 seated (incl. balcony) and 450 standing (excl. balcony). Seating is provided by fixed seating within the balcony level, retractable seating at stalls level, with loose seating in front of the seating rake.

Performance Area

Staging can be configured as a studio, or raised on removable decking. Typically, stage sizes are:

- Studio (no seating) – 16m (L) x 12m (W)
- Theatre style (ranked seating) – 7m (D) x 12m (W)
- Raised staging – we have 24 1x2m pieces of stage decks with 1,2 & 3ft legs.
- Crowd barrier – 15 pieces of removable Mojo barrier is available for busy standing events to ensure performer, equipment and crowd safety.





Lighting

The venue is equipped with a state of the art ETC Ion lighting console with full DMX and Ethernet control infrastructure allowing additional lighting and DMX devices to be placed around the auditorium with ease. House and working lights are optionally controlled via the console or separate controller. The theatre has 148 theatrical lights, as well as a range of coloured gels and frosts. A breakdown of the lights can be provided on request.

Stage Management

At Quarterhouse we have facilities to allow easy control of the stage and performance. A comms system, allowing communication between stage and the technical position is available on request. Outlets are located throughout the auditorium, tech level and backstage area for easy communication with stage managers and technicians.

Sound

The venue is equipped with a 48-way audio tie line loop with outlets placed around the auditorium and is controlled via the mix position on the technical level of the auditorium with a Midas Venice mixing desk, providing 5000 watts. The venue also holds a variety of microphones to suit any need ranging from vocal and instrument to conference and speech, as well as a range of wireless handhelds and lapel microphones. More details on the sound system can be provided on request.

Projection and Cinema

Projection equipment available:

- 1 x Eiki LC-X8 Projector:
 - 10,000 ANSI Lumens, at 90%+ uniformity, with a 3000:1 contrast ratio.
 - Projects images up to 600" diagonal
 - Supports both normal and widescreen input resolutions
 - VGA, MAC and HDMI compatible
- Motorised, White, projection screen with a 6m drop 4.5m wide

Other Facilities

Backstage

Quarterhouse is fitted with two dressing rooms with mirrors, en-suite shower and sink facilities. Both are located in the backstage corridor directly behind the auditorium, allowing quick access to both stage left and stage right entrances as well as access to the loading bay.

Décor and Curtaining

There is a fair-faced concrete finish to stage area. Stage curtaining is black box style with black tabs and optional white cyc at the rear of the performance area. Gold curtaining surrounds the audience on three sides.

Structural and Rigging

A Tension Wire Grid (TWG) is fitted over the auditorium to provide safe access to lighting positions and suspension points. Area is equipped with six travelling beams and four motorised 500kg chain hoists and controller.

Loading Bay

The loading bay is situated at road level behind Quarterhouse allowing quick access to the auditorium with no ramps or lifts required.

Security

Security and crowd safety is available on request. **Some events may be subject to minimum security requirements due to licencing requirements.**

Accessibility

Quarterhouse is fully accessible with flat entrance into the auditorium and a lift allowing easy access to the Quarterhouse Café bar. We also have an infra-red audio induction loop system installed within the auditorium for assisted listening. These are available on request from the box office or any steward.

If you have any concerns about accessibility or facilities please feel free to phone the Quarterhouse box office on 01303 760750.

Contact

For all technical queries please e-mail the in-house technician at:
anthonyredfean@creativefoundation.org.uk or call on: 01303 760750

Room Capacities and Sizes

SPACES →	AUDITORIUM	QUARTERHOUSE BAR	FOYER AREA	QUARTERHOUSE MEETING ROOM	THE BLOCK MEETING ROOM
SEATING STYLE / FACILITY ↓					
THEATRE SEATING	250	50	N/A	40	30
STANDING EVENT	450	200	100	N/A	N/A
CABARET STYLE	100	50	N/A	N/A	N/A
U SHAPE	80	50	N/A	30	20
BOARD ROOM	N/A	40	N/A	24	12
BAR IN SPACE	YES	YES	YES	NO	NO
FREE WI FI	YES	YES	YES	YES	YES
PROJECTOR	FIXED	PORTABLE	NO	PORTABLE	PORTABLE
PROJECTION SCREEN	FIXED	PORTABLE	NO	PORTABLE	PORTABLE
LIGHTING RIG	YES	NO	NO	NO	NO

SPACES →	AUDITORIUM	QUARTERHOUSE BAR	FOYER AREA	QUARTERHOUSE MEETING ROOM	THE BLOCK MEETING ROOM
DIMENSIONS ↓					
WIDTH	12 meters	5 meters	5 meters	5 meters	4.5 meters
LENGTH	18 meters	16 meters	15 meters	10 meters	6.5 meters
HEIGHT	8 meters	4 meters	2.5 meters	2.5 meters	3.5 meters
STAGE AREA	12 x 6 meters				



Enquiry Form

REF: office use

DATE:		TIME:	
QH CONTACT:	Sally Otteson	SPACE:	
EVENT TYPE:		PAYMENT	
NUMBER OF GUESTS		EVENT NAME:	
CLIENT CONTACT:		BILLING CONTACT:	
CLIENT DETAILS:		BILLING ADDRESS:	
ADDRESS:			
TEL:		TEL:	
MOBILE:		MOBILE:	
EMAIL:		EMAIL:	
TIMINGS	DETAIL	TIME	COMMENT
please give an estimate of timings for now	ORGANISERS ARRIVAL		
	GUEST ARRIVAL		
	EVENT START		
	INTERVAL/ BREAK		
	EVENT RESTART		
	INTERVAL/ BREAK		
	EVENT RESTART		
	FINISH		
	DETAILS		
please give as much details & requirements as you can			
equipment hire requirements			
MILL BAY CAR PARK- CAR PARKING REQUIREMENTS			
		number required	
PARKING SPACE ON ACCOUNT			£5.00 per day per Vehicle
PARKING SPACE PAID FOR BY DELEGATES ON THE DAY			£5.00 per day per Vehicle
Please note: delegate parking spaces on account MUST be paid for in advance and a list provided to Box Office before the day of the event.			
Please fill in the hi-lighted sections on the enquiry form and return to Sally Otteson for a Quotation.			