



EDUCATION SPACE HIRE

LPW's education space is a unique venue in an inspiring and creative environment which can be used for workshops, training courses and meetings.

Our education space is on the ground floor of our large RIBA award-winning building and consists of one discrete space within our printmaking workshop. The space is flexible and has 6 workshop tables, a large glass topped workbench table, a whiteboard, sink and drying rack. The room can be arranged as one large table or multiple group tables, seating around 20 people for a meeting and 12 for an activity requiring more space. We have 2 unisex toilets on the ground floor, 1 of which is wheelchair accessible and a small kitchen.

LPW is currently open to the public four days per week Wednesday - Saturday 10AM - 5PM, and we have late night openings on Thursdays until 8PM and until 10PM on the last Friday of every other month during our bustling night market. Hire of the space can be arranged outside of public opening hours.

LPW provides an experienced workshop operations manager at reception for the duration of the hire period to answer visitor enquiries during public opening hours..

Location

LPW is situated in the heart of Leicester's cultural quarter, rich in industrial history and home to the city's artist studios, theatres, independent cinema and contemporary art galleries. We are a seven minute walk from Leicester Railway Station and an eleven minute walk from Haymarket and St Margaret's Bus Stations and we're well serviced with public transport.

Procedure

Please send hire applications to info@leicesterprintworkshop.com with the subject headline 'Education Space Hire' including the following detail

- Lead contact details including name, email address and phone number
- Summary of the event (max 500 words)

- Proposed date(s) and time(s)
- Number of participants

Hire Rates

The education space is available to hire on a half day and full day basis. The education space is available for event hire at a rate of £200 per day, and £120 for a half day (up to 4 hours).

The public opening hire rate includes:

- 10% discount for LPW members
- Technical support for audio visual equipment including a projector
- Workshop reception staffing during opening hours
- Full access to sink, drying rack and inking table

Payment

A non-refundable deposit of 40% of the hire fee is payable on acceptance of the booking, and signature of the contract. The remaining payment is due two weeks before the start of the event.

Access

Access included in the hire fee is during our public opening hours. At an additional cost and dependent on LPW's capacity, we can arrange for out of hours access. Technical staff are paid at £150 per day and £100 for a half day (up to 4 hours) outside of public opening hours.

Events and exhibitions cannot restrict access to LPW's members, studio holders and staff team.

LPW must approve temporary modifications to the education space and be overseen by an LPW technician. LPW will provide a risk assessment template to be completed by the hirers.

Hirers are advised to have their own public liability insurance in place to cover claims arising from any accidents caused by their activities, actions and property.

Code of Conduct

LPW is committed to creating a culture in which diversity, inclusion and equality of opportunity are promoted pro-actively, and in which discrimination is not tolerated. LPW believes in the principles of social justice, acknowledges that discrimination affects people in complex ways and is committed to challenging all forms of inequality with an intersectional approach. We expect

the same commitment from people and organisations we work with and reserve the right to cancel hires if these principles are violated or ignored.