



THiNK: is a flexible creative space that provides hire options for a large variety of private and public facing events.

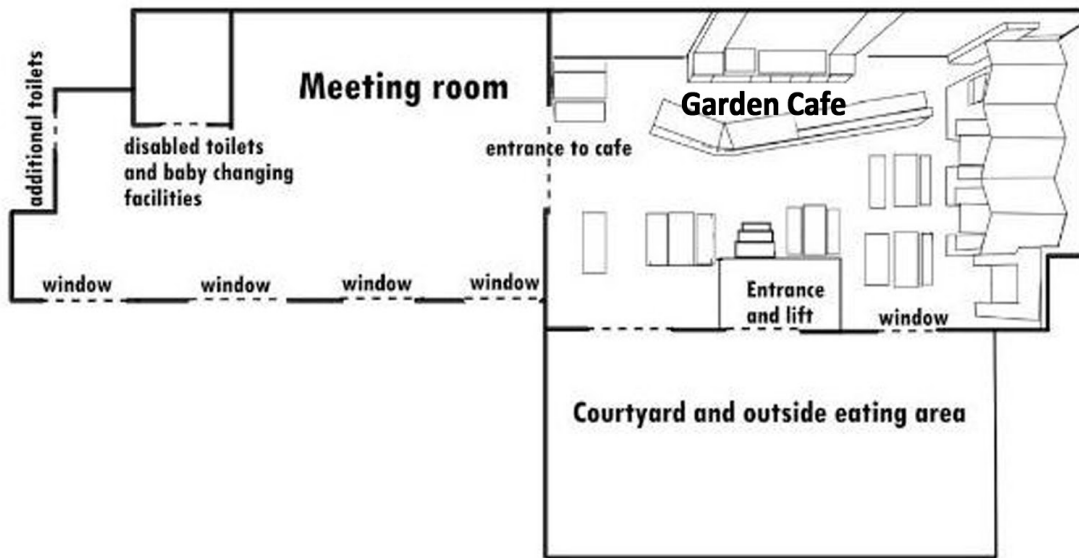
Venue Highlights

- Beautiful natural light throughout
- Two flexible spaces with a variety of possible furniture layout options
- Set on either the ground floor or the first floor, with access for disabled, wheelchair users and pushchairs to ground floor only
- Custom-built pop-up retail and exhibition space
- Adjoining Dash Garden Cafe with delicious local produce
- High quality projection facilities and wifi throughout
- Attractive courtyard space connected to the cafe area
- 3 minutes walk from tram stop and public car park
- Located in the Creative Quarter in the heart of Nottingham city centre
- Good social media profile and mailing lists to support promotion of events



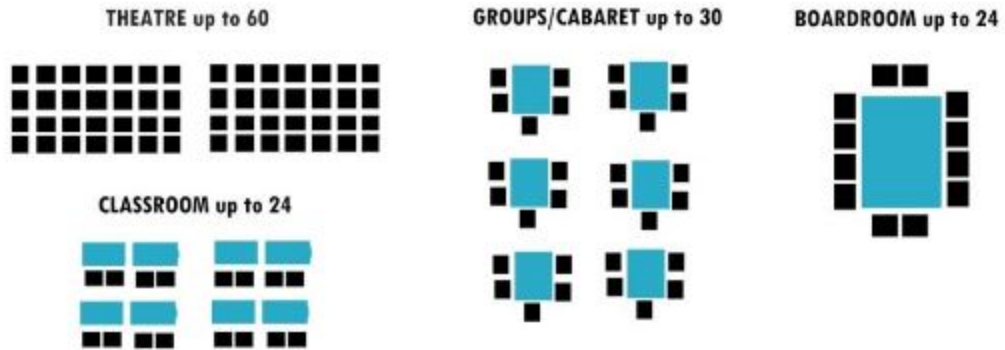
Rooms / Spaces Available to Hire

- Ground Floor Creative Meeting Room (with disabled access)
- First Floor Creative Meeting Room (without disabled access)
- 3x Pop Up Retail / Exhibition Spaces (individually or as a whole, located within the creative meeting room)



Ground Floor Creative Meeting Room

Possible layouts for Meeting Room



First Floor Creative Meeting Room



Hire charge includes: - set-up, take-down times, wifi, flipcharts, large screen and projection facilities which can be used simultaneously. (All prices are exclusive of VAT, which is not chargeable at this time)	SME organisations, individuals and sole traders	Large organisations
Ground Floor Creative meeting room Normal capacity: 30 seated at tables Up to 60 theatre style Minimum hire of 3 hours Catering must be ordered in advance	£25/hr (min 3 hours £75)	£35/hr (min 3 hrs £105)
First Floor Creative meeting room Normal capacity: 30 seated at tables Up to 50 theatre style Minimum hire of 2 hours Can be self catered if required	£25 per hour (min 2 hours £50) + £25 returnable cleaning deposit if self catered	£35 per hour (min 2 hours £70) + £25 returnable cleaning deposit if self catered

Please note that the hire prices increase by 50% before 8am and after 8pm to account for increased insurances and security for city centre venues. For evening and weekend social events different rates apply. Please enquire. Catering and bar can be provided.

All Inclusive Delegate Rate

Half-day (am or pm for up to 4 hours) £25/head (minimum 12 people)

Includes morning pastries **or** afternoon cake, unlimited tea, coffee, water, and juice, 2 flip charts with paper, wifi, projection facilities, and lunch.

Full-day (up to 8 hours) £35/head (minimum 12 people)

Includes morning pastries, unlimited tea, coffee, water, and juice, 2 flip charts with paper, wifi, projection facilities, lunch, and afternoon cake.



Catering Options for Private Events

We have a variety of great local suppliers we use for our catering, and we can accommodate all dietary requirements and allergies.



If you would like further information on catering options and costs, please ask and we would be happy to discuss them with you.

Please email hello@thinking.org or phone 07449 491710.



Menus designed for meetings (minimum of 10 people, not including room hire)

1. Fruit and biscuits:

£2.50 per person

2. A seasonal plated lunch:

£9 per person

3. Bread, crudites, olives and 2 dips:

£4 per person

4. Finger food / canapes (for networking events when you're on the move):

3 items £6 per person

5 items £9 per person

5. Cold buffet:

a) £9 per person

b) £12 per person

c) £15 per person

6. Breakfast:

£2 / person Freshly made pastries	£7.50 / person Unlimited teas, coffees and juice Fruit platter, freshly made pastries	£9.00 / person Unlimited teas, coffees and juice Fruit platter, main hot food item
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7. Cake:

£3.50 per person

All menu items are made to order, and can accommodate all dietary requirements and allergies. Please advise us of any dietary requirements when booking.

Contacts Us @

THiNK Hire and Events
Cobden Chambers
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hello@thinkinng.org
www.thinkinng.org



We ask for 50% of the hire price to be paid up front to secure the booking date. The remaining balance will be required 2 weeks prior to the date of the event.

Cancellation and Termination

9.1. Should You cancel Your Booking:

9.1.1. With over a month to the date of the Event, your deposit of 50% of the venue hire price will be retained, any other monies paid will be returned.

9.1.2. Within a month to the date of the Event, then none of the payment made for the Booking is refundable.

9.2. If Your Booking included catering charges, cancellation of your Booking:

9.2.1. With more than 7 days before the Event is meant to take place would result in all catering charges being refunded.

9.2.2. With more than 48 hours before the Event will result in a refund of 50% of all catering charges

9.2.3. Within the last 48 hours before the Event will result in none of the catering charges being refunded.