



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

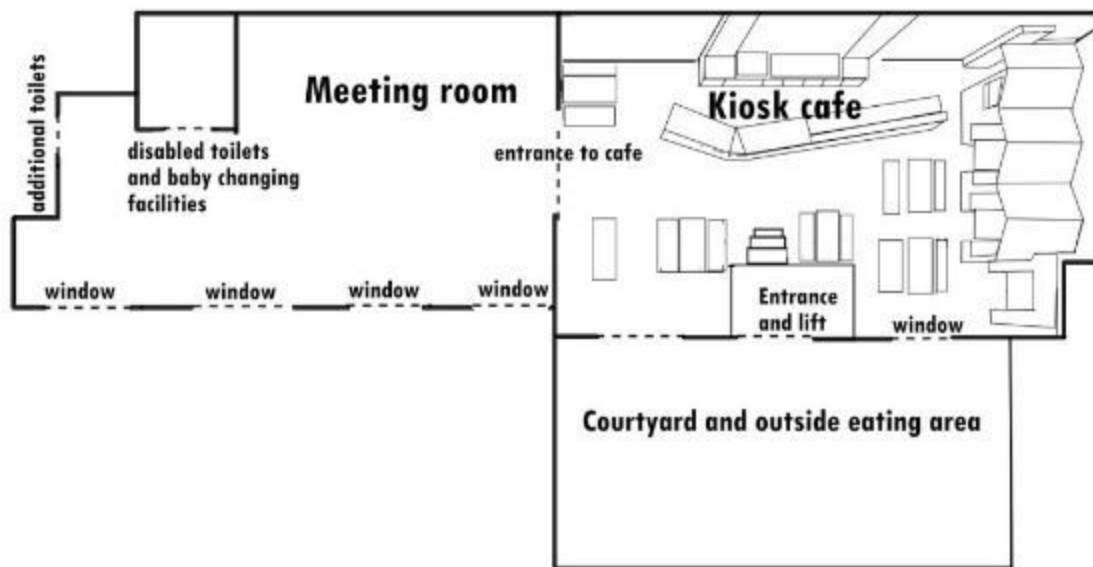
### Venue Highlights

- Beautiful natural light throughout
- Two large flexible inter-connecting spaces with break-out areas
- Custom-built pop-up retail and exhibition space
- Award-winning cafe and catering facilities
- Set on the ground floor with facilities for disabled, wheelchair users and pushchairs
- High quality projection facilities and wifi throughout with on-site technical support
- Moveable furniture for flexible layouts
- Attractive courtyard space
- 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

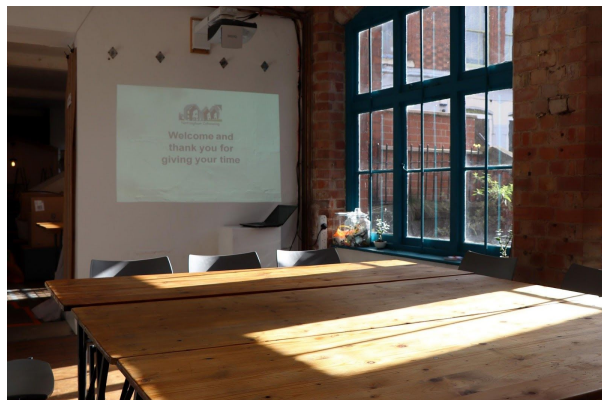


- **Rooms / Spaces Available to Hire**

- Creative meeting room
- KIOSK Cafe area
- 3x Pop up retail / exhibition spaces (individually or as a whole)  
located within the creative meeting room



Kiosk cafe capacity is 32 seated. Tables can be removed to increase capacity for presentations (45) and stand-up networking (60).

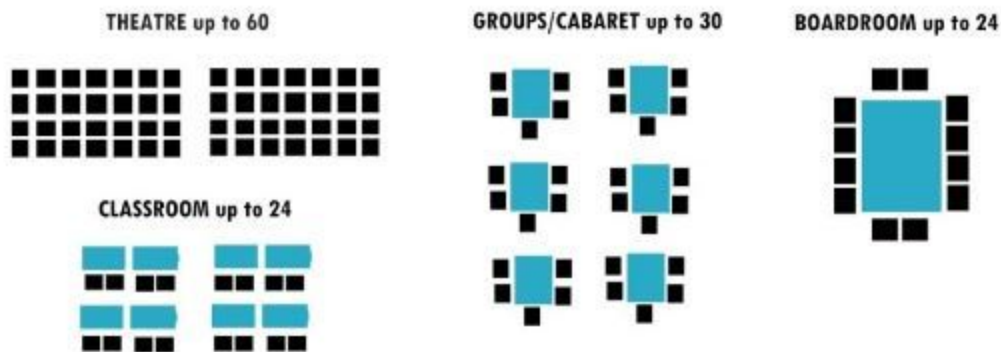


## THiNK Week

- **Monday -Thursday** all spaces are available to hire. The KIOSK Cafe provides catering for private events and is not open to the public.
- **Friday lunchtime - Sunday** the creative meeting room and pop up spaces are available to hire for retail / exhibition purposes. The KIOSK Cafe is open to the public.
- **Every day** the whole venue is available to hire for exclusive use after 5pm and before 10am.

### Creative Meeting Room (Hire Costs and Layout Options)

#### Possible layouts for Meeting Room





<b>Minimum of 3hrs hire apply to all rooms and includes:</b> - set-up, take-down times, wifi, flipcharts, large screen and projection facilities which can be used simultaneously. <i>All costs are exclusive of VAT which is not currently chargeable.</i>	<b>SME organisations, individuals and sole traders</b>	<b>Large organisations (250+ employees)</b>
<b>Creative meeting room</b> Normal capacity: 30 seated at tables Up to 60 theatre style	£25/hr (min 3 hours £75)	£35/hr (min 3 hrs £105)
<b>Kiosk cafe area</b> Normal capacity: 32 seated cafe style ( inc. 2 private booths (1x8 seats, 1 x 4 seats) Additional seating presentation style up to 45.	£25/hr (min 3 hours £75)	£35/hr (min 3 hrs £105)
<b>Both areas together –</b> Ideal for presentations or workshops in one side with refreshments and/or breakout in cafe area. Or use whole space for larger events and networking. Indicative capacity 60 seated at tables, 80 - 100 standing up.	£40/hr (min 3 hr £120)	£50/hr (min 3 hr £150)

We have an all inclusive rate which incorporates your hire costs and catering needs (Minimum of 12 people).

### Half-day (am or pm for up to 4 hours)

#### £25/head

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

### Full-day (up to 8 hours) £35/head

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

Alternatively take a look at the catering section and design your own event.



## Pop up Retail / Exhibition Space (Hire Costs and Layout Options)

Pop-up Units

Cafe



We have 3 custom - built, pop-up retail spaces measuring 2m x 2m with additional optional 60cm deep shelving at the rear. These can be hired individually or 2 or 3 together. Other product display items are available to borrow on a first come first serve basis.



Set up time is from 4.30pm to 6.30pm on the Thursday before your hire  
Set down time is from 4.00pm to 5.00pm on the Sunday after your hire  
Trading hours are: Friday 12.30 - 5pm, Saturday 10- 5pm, Sunday 10am - 4pm

Hire cost per pop-up space (3 available) is £100 each for the weekend or £150 for December weekends prior to Christmas.

Exclusive hire of the meeting space for retail / exhibition purposes, including the 3 pop up spaces, starts at £500.

Please note we cannot make reductions if you take more than one space, and this hire cost assumes you will staff your unit and manage your own sales for the whole period.

City centre loading restrictions apply between 10am and 4:30pm.

A deposit of 50% of the total hire cost is required to confirm your reservation. THINK reserve the right to refuse hire for any reason.





## KIOSK Catering Options for Private Events

5 menus designed for meetings (minimum of 10 people)



**1. A hot seasonal kiosk bowl £8.95 – can be made to suit any diet.**

### **2. Moving menu:**

Potato latika with tahini dressing (wheat free dairy free)  
seasonal frittata bites (wheat free)  
selection of seasonal bruschetta  
sweet and savoury pastry swirls  
stuffed figs & dates

3 items £5.50

5 items £8.95



### 3. Cold buffet:

Salads	Nibbles	Dips and bread or Veg Crudites (dips all vg and wg)	Desert
Seasonal rice salad	Potato latika with tahini dressing (wheat free dairy free)	Roast beet pesto	Stuffed figs (vg and wg)
Green salad	seasonal frittata bites (wheat free)	Green pea hummus	Seasonal cake bite
Seasonal salad	Selection of seasonal bruschetta	Butternut squash tahini	pastries
Roast beetroot carpaccio	Sweet and savoury pastry swirls		Stuffed dates (wg)
marinated lentils with roasted peppers and spring onion			

£7.95      2 salads 1 nibble 1 dip  
£9.95      2 nibbles 3 salads 1 dip 1 sweet  
£13.95     3 nibbles 3 salads 2 dips 2 sweets





#### 4. hot buffet:

We offer 3 choices of main hot meals to accompany different menu options. Pick one of the hot main dishes and then one of the different priced menu options below.

- a) Shin chilli, Mexican papain and Mexican flat breads
- b) Tagine chicken or veg with rice
- c) Cassoulet meat veg with sourdough

<b>£15 / person menu</b> <b>Hot main</b> 1 hot main (a,b, or c) 2 salads (from the cold buffet menu) 1 dip (from the cold buffet menu)	<b>£17 / person menu</b> <b>Hot main</b> 1 hot main (a,b, or c) 2 salads (from the cold buffet menu) 2 dips (from the cold buffet menu)	<b>£20 / person menu</b> <b>Hot main</b> 1 hot main (a,b, or c) 2 salads (from the cold buffet menu) 2 dips (from the cold buffet menu) 1 cake
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#### 5. Breakfast:

<b>£7.50 / person</b> Unlimited teas, coffees and juice Fruit platter Freshly made pastries	<b>£9.00 / person</b> Unlimited teas, coffees and juice Fruit platter Bacon butties <u>or</u> vegetarian breakfast bruschetta (choose from rustic baked beans or slow roasted tomato)
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If you would like further information on catering options and costs please ask, we would be happy to discuss. Please email [hello@thinkinng.org](mailto:hello@thinkinng.org) or phone 07449 491710.

**Please note that no food or drink purchased off site is permitted to be consumed on the premises.**



### Contacts Us @

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