



# Room Hire Guide

# RACC Room Hire

RACC offers a wide range of flexible, comfortable and contemporary hire spaces in Richmond. We are conveniently located just a two minute walk from Richmond station with its Tube, rail and bus links. There is also plenty of car parking adjoining our site, which is accessible from the A316.

Situated on an attractive campus, coming to RACC feels like getting away from the city. Our gardens provide plenty of greenery and the College's blend of Edwardian and contemporary architecture has won several prestigious awards from organisations including The Richmond Society and The Brick Development Association.

Whatever your event, we are confident that RACC has the right space for you.

## Hire Times:

Monday – Thursday: 9am – 9.30pm

Friday: 9am – 5pm

Saturday: 9am – 5pm

Sunday: 9am – 2pm

## Out of Term Time:

Monday – Friday: 9am – 5pm

**Out of hours hire surcharge: (£30 – £45 per hour)**

**Special Offer:** 25% off all *new* Friday afternoon hires\*

**Discounts:** 10% discount available to registered charities, not-for-profit groups and micro-enterprises\*

(\*Terms and conditions apply. Only one discount per booking.)

## Contact:

To make an enquiry or booking, or to arrange a viewing, please contact our Events and Hires team:

Email: [hire@racc.ac.uk](mailto:hire@racc.ac.uk)

Tel: 020 8439 8946



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# Theatre

Our brand new theatre is ideal for a range of uses including seminars, conferences, talks, training sessions and also drama, dance and musical performances.

Our retractable bleacher seating can be moved in or out of place to suit your event. A gallery surrounds the theatre on three sides from above and can provide additional viewing space.

A wide range of AV solutions can be added to suit your specific requirements.



## Prices:

	For production/rehearsal	For conference/meeting
Per hour	£60	£120
Half day	£220	£420
Full day	£420	£800



**Capacity:** theatre style: 190, cabaret style: 100

### Included amenities

- Lectern
- Loop hearing system
- Fully controllable lighting rig
- Tables and chairs set up to your requirements
- Bleacher seating (capacity 140) in place or packed away
- Ring intercom system for coordinating stage productions
- Theatre curtains including wings
- Wi-Fi

### Optional extras

- AV support technician (£20/hour)
- PA system and microphones (£15 each)
- Projection screens (£15)

# Atrium Hall and Café

RACC is extremely proud of its Edwardian Atrium Hall. This warm, inviting and attractive space often houses art exhibitions, and includes comfortable tables and chairs to sit and relax at.

The café, or 'Link' building (it links the Atrium Hall to the Theatre), is a large, open plan space housing the Educated Palate Café.

These spaces are ideal for markets, conferences, fairs, receptions or any number of other large events. NB: these rooms are used as thoroughfare so public access needs to be maintained.





**Prices:** Half day: £150. Full day: £280

**Capacity:** 160 (in each room)

**Dimensions:**

Atrium : 115m<sup>2</sup>

The Link: 211m<sup>2</sup>

**Included amenities:**

- Tables/chairs set up to your requirements
- Wi-Fi

**Optional extras:**

- 2m x 2m display boards (£5 each)
- Projection screens (£15 each)
- Microphones (£15 each)

# Computer / Information Technology Rooms

The Richmond Business School includes a number of computer suites for hire. Available with either PC or Macs, these rooms are ideal for delivering interactive IT training. Suites include a trainer's computer situated at the rear, a projection screen and interactive whiteboard.

## Technical specifications:

All of our computer suites have PCs running Windows 7, Microsoft Office 13 Suite and Adobe Suite CC 2014. Each IT training room has 14 PCs and a trainer's PC. Additionally, each room benefits from an interactive whiteboard using ActiveInspire software.

The newly redeveloped Richmond Art School includes two modern IT training rooms, each with 15 PCs or Macs. The Mac training room has 15 Macs running the Adobe Suite CC 2014 including Photoshop, Illustrator, Premier, InDesign, AfterEffects and Fireworks.

The PC suite has 15 21-inch Dell PCs running the Adobe Suite CC 2014 alongside AutoCAD and 3DMax software.





**Prices:** Per hour: £40. Half day: £140. Full day: £260.

**Capacity:** 14–16 (inclusive of trainer)

**Included amenities:**

- PCs/Macs
- Trainer’s computer linked to projection screen and interactive whiteboard
- Log-ins and passwords
- Wi-Fi

**Optional extras:**

- Flipchart with pens (£15)

# Meeting Rooms and Classrooms

The college possesses in excess of thirty classrooms with warm natural daylight which are available for hire. With capacity ranging from 2–60, there is bound to be a room to suit the meeting or training session that you wish to hold.

Situated in our beautiful buildings, which have recently won architectural design awards from organisations including The Richmond Society and The Brick Development Association, all clients benefit from access to our onsite café 'The Educated Palate', IT support and free Wi-Fi.



## Prices:

	Interview room	Small meeting room	Medium meeting room	Large training room
Per hour	£20	£30	£35	£75
Half day	£65	£90	£120	£300
Full day	£120	£160	£240	£500



### Capacity:

Interview room (6m<sup>2</sup>): 2 to 4 people

Small meeting room (33m<sup>2</sup>): 5 to 14 people

Medium meeting room (42m<sup>2</sup>): 14 to 25 people

Large training room (130m<sup>2</sup>): 50+ (Large training area including kitchenette and breakout space)

### Included amenities:

- Room set up to your requirements
- Wi-Fi

### Optional extras:

- Projection and interactive whiteboard (£15)
- Flipchart, paper and pens (£15)

## Dance Studios

RACC's facilities include two dance/drama/exercise studios boasting sprung floors, mirrored walls, sound system and moveable barres.

The Dance Studio – ideal for dance, exercise and large group activities

- A large, bright room with plenty of natural daylight
- A sprung rehearsal dance floor
- Mirrored wall
- 65" plasma screen
- Sound system with input for iPods/laptops

The Dance Cabin – ideal for dance, exercise and group activities

- A large, bright room with plenty of natural daylight
- A Harlequin rehearsal dance floor
- Mirrored wall



### Prices:

	The Dance Studio	The Dance Cabin
Per hour	£45	£40
Half day	£160	£130
Full day	£300	£240



### Included amenities:

- Sprung floors
- Moveable barres
- Sound system
- Chairs as required

### Optional extras:

- Projection (£15)
- Flipcharts and pens (£15)
- Microphones (£15 each)
- Piano (£15)

**Capacity:** 15-30

**Dance Studio dimensions:** 11m x 8.2m

**Dance Cabin dimensions:** 13.5m x 5.4m

# Music Studio

RACC's Music Studio is part of the newly built Theatre and Performing Arts building.

The studio is fully sound-proofed and is ideal for music practice, rehearsals or intimate musical performances with seating for up to thirty people.

It comes with basic instruments (backline and piano) provided, with a wide range of other instruments available for hire.

The Music Studio can also be hired for meetings to give your training or presentation that point of difference.





**Prices:** Per hour: £20. Half day: £70. Full day: £135

**Capacity:** 30

**Dimensions:** 8.2m x 6.8m

**Included amenities:** (in room as standard)

- Backline instruments
- Piano
- Adjustable skylight windows
- Tables/chairs laid out to your requirements

**Optional extras:**

- Additional musical instruments (prices, lists available on request)
- Microphones (£15 each)
- Use of screen for projection (£15)
- PA system (£15)

# Recording Studio

A fully-equipped recording studio - includes Control Room which links to teaching/rehearsal room, drum booth and/or performance theatre - all soundproof and with excellent acoustics.



## Prices:

	Without technician	With technician
Per hour	£45	£75
Half day	£160	£250
Full day	£300	£450



**Capacity:** 10 (5 in drum booth, 5 in control room)

**Dimensions:** 26.95m<sup>2</sup> (control room and drum booth combined)

**Included amenities:** (in room as standard)

- High specification analogue Soundcraft Ghost mixing desk
- Logic recording software run from a Mac computer
- 2x microphones and backline provided

**Optional extras:**

- AV technician to operate sound desk (£20/hour)
- Additional microphones (£15)
- Additional instruments (£15)

# Art, Craft and Workshop Spaces

The college's contemporary, purpose-built art facilities include art and textile Studios, a ceramics studio, a print studio, a teaching kitchen and machine workshops.

Our art studios may be hired for art workshops, with tutors and materials provided at an additional cost, or as meeting space to give your next meeting, training day or presentation a point of difference.

## Art Studios:

**Large Art Studio: 172m<sup>2</sup>**

**Small Art Studio: 82m<sup>2</sup>**

Our two contemporary, purpose-built art studios are beautiful large creative spaces filled with natural light. Easels and art materials are available at an additional cost on request.





## Ceramics and Sculpture (98m<sup>2</sup>)

Our new fully-equipped ceramic and sculpture studio has a range of kilns, including a gas kiln, and two new studios for mixing glazes, mould making and working with potters wheels and specialist machinery such as a diamond saw, sandblaster, polishing and grinding lathes.

## Glass Studio (68m<sup>2</sup>)

We have our kiln formed glass studio and a range of casting and architectural kilns. We also benefit from a separate mould making workshop and a well-equipped cold working studio.

## Jewellery Studio (73m<sup>2</sup>)

A well-equipped studio, including a state-of-the-art soldering station, a tip furnace, brazing hearth and a chip forge.

## Woodworking Studio (79m<sup>2</sup>)

A designated woodworking studio with specialist equipment including a lathe, a band saw, a pillar drill and a band facer.

## Photography Studio (67m<sup>2</sup>)

A fully equipped photography studio, including Apple Macs and PCs, print and dark room facilities.

## Textiles Studio (82m<sup>2</sup>)

Our textiles studio is equipped with 12 sewing machines including one specialist embroidery machine and over lockers. It is a great multi-functional space. .





**Prices for studios in the Art School:** £70 per hour

**Capacity:** 10–30

**Included amenities:**

- Varies depending on room, (please enquire for further details)

**Optional extras:**

- Materials (e.g. clay)
- Tutors
- Flipchart with pens (£15)
- Projection (£15)

## Teaching Kitchen

Our well equipped Teaching Kitchen can be hired by individuals and companies wishing to organise their own cookery classes, product launches, recipe development and testing, photo-shoots and filming.

The kitchen is a flexible space that can be adapted to suit your needs. It is suitable for up to 12 people for a hands-on cookery class, or up to 20 people for a demonstration class.

The Teaching Kitchen is fully equipped and spacious with six domestic cookery stations, a microwaves, a dishwasher and a fridge/freezer.

It also comes fully stocked with pots and pans, chopping boards, knives and tableware.





**Prices:** Per hour: £50. Half day: £180. Full day: £340

**Capacity:** Up to 20 (42m<sup>2</sup>)

**Included amenities:** (in room as standard)

- A kitchen space with domestic appliances
- Pots and pans, chopping boards, knives, tableware
- Venue set-up to suit your needs
- High-speed wireless internet

**Optional extras:**

- Projection facilities connected to an interactive whiteboard (£15)

Please contact us for our full kitchen and dining inventory list.

# Therapy Rooms

The Therapy Rooms are spacious and benefit from natural lighting through large windows. They consist of a reception area, a large classroom with a suite of private curtained-off, fully equipped therapy areas for individual treatments and a wet room shower area.

## Large Training Room

Ten private, curtained-off, fully equipped therapy areas for individual treatments. Each has a massage couch, sink, focused lighting, curtain screening and storage space. The room also has projection facilities, interactive whiteboard & Wi-Fi.

## Small Training Room

Providing flexible space which can be set up for practical or theory sessions with nail stations, couches and desks. projection facilities, interactive whiteboard & Wi-Fi.

Linen (couch covers, towels, bed rolls etc) can be hired at an additional cost, as can the reception area.





**Prices:** From £15/hour for a single bed, £30/hour for five beds or £45/hour for the full room. Use of the reception area is £20/hour.

**Capacity:** 20–30 (depending on usage)

**Dimensions:**

Large Therapy Room: 88.5m<sup>2</sup>

Reception Area: 41.5m<sup>2</sup>

Small Therapy Room: 42.5m<sup>2</sup>

**Included amenities:**

- Couches/curtains/sink/stool/bin

**Optional extras:**

- Linen (£20)
- Reception area (£20/hour)
- Projection (£15)
- Flipchart/pens (£15)

# Price List

Facility	Price			Minimum Hire
	Per hour	Half day	Full day	
Small meeting room	£20	£60	£120	2 hours
Small classroom/meeting room	£30	£90	£160	2 hours
Large classroom/meeting room	£35	£120	£240	2 hours
Computer room (PC or Mac)	£40	£120	£260	2 hours
Large training room (incl breakout area and kitchenette)	£75	£300	£500	2 hours
Therapies room:				
Single bed/table/couch	£15	£55	£100	2 hours
Five beds/tables/couches	£30	£100	£180	2 hours
Full room (ten beds/tables/couches)	£45	£160	£300	2 hours
Reception area	£20	£65	£120	2 hours
Use of towels, shower, couch covers, blankets etc	£30 (one-off charge)			
Reception hall	n/a	£150	£280	4 hours
Art studios	£70	£210	£310	2 hours
Teaching kitchen	£60	£210	£400	2 hours
Corporate/team-building art programmes	Programmes tailored to clients – prices available on request.			3 hours
Large drama, dance or exercise studio	£45	£160	£300	1 hour
Small drama, dance or exercise cabin	£40	£130	£240	1 hour
Music rehearsal room	£20	£70	£135	2 hours
Recording studio (inclusive of AV tech)	£75	£250	£450	2 hours
Recording studio	£45	£160	£300	2 hours
Theatre	£120	£420	£800	2 hours
Theatre – for production/rehearsal and not-for-profit community groups	£60	£220	£420	2 hours
The Link	n/a	£150	£280	4 hours

# Additional Facilities



## Bar Facilities

The college has a full licence to supply and run bars for any event. Please contact us for more information.



## Catering

From teas and coffees to business lunches or evening receptions, our on-site caterer "Educated Palate" can handle all of your catering needs. Simply ask us for their contact details.



## Technical Support

We have sound and lighting engineers available for hire for all your audio, video and production needs (£20 per hour).

# Contact Us

Parkshot, Richmond TW9 2RE  
[www.racc.ac.uk](http://www.racc.ac.uk)

## Events and Hires Team:

[hire@racc.ac.uk](mailto:hire@racc.ac.uk)  
020 8439 8946

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Sunday: 9am – 2pm

## Out of Term Time:

Monday – Friday: 9am – 5pm

**Out of hours hire surcharge: (£30 – £45 per hour)**

## Transport:

RACC is easily accessible by rail, road or bus.

Buses: H22, H37, 65, R68, R70, 190, 290, 371, 419, 490, 493

Mobility buses: 938, 963, 964, 967

Tube/Train: Richmond Station

Car parking: The Old Deer car park (pay and display) is adjacent to the site. Parking is free of charge after 6.30pm.

