



the GAP

Venue Hire

Our venue offers a flexible, multi-purpose space where young people from all backgrounds and members of the local community can come together for artistic encounters, cultural exchange, meaningful conversations, and community-building activity.

The space comprises an adaptable area, designed to accommodate a wide variety of events and uses; from workshops, performances, meetings and training sessions to screenings, talks, and community functions.

By hiring our venue, you'll gain access to a unique and welcoming environment for your event, while also making a vital contribution to our charitable mission. Your support helps us continue our work with young people, empowering them to use creativity and culture as tools for exploring the world imaginatively, making meaning, creating their own values, developing a sense of justice, and fostering a sense of belonging within their communities.

The GAP is a registered charity, and every penny from venue hire goes directly back into supporting our programmes. Read more about our work [here](#).



Venue

The drawing room is bright and spacious, featuring large windows that flood the space with natural light and create a warm, inviting atmosphere. Its adaptable layout makes it ideal for a variety of activities and events, offering both versatility and charm. This room provides a distinctive and highly functional setting for any occasion.

Dimensions: 39ft x 29.5ft / Approx
12m x 9m

Capacities: Standing - 100
Sitting - 60





Basement

The Basement is a versatile space that has hosted a wide range of activities, including rehearsals, theatre performances, team meetings, and live gigs. It features its own dedicated toilets, offering additional privacy for event attendees.

Dimensions: (Main space) Approx 32ft x 12.5ft /
9.75m x 3.75m
(Kitchenette) Approx 19ft x 14ft /
5.75m x 4.25m

Please note, the ceiling is a bit lower in this space (approx 2.25m floor to ceiling, with some pipes approx 1.85m from floor)

Capacities: 20 - 50 depending on type of event







Facilities Available

The following is a non-exhaustive list of the additional facilities available at The GAP, some for an additional cost. These must be pre-arranged at the time of booking.

- Lighting
- Projector & screen (100 inches)
- PA system (two active speakers, 16 channel mixer and a range of vocal and instrumental microphones)
- Licensed Bar (subject to agreement)



Costs

Our hire rates are determined on a case-by-case basis and take into account several factors, including:

- Duration of hire
- Staffing requirements
- Facilities and equipment needed
- Size and nature of your organisation
- Whether the booking takes place outside our regular opening hours

Rates typically range from £10 to £50 per hour, depending on how your booking fits within these criteria.

As a charity dedicated to supporting young people through the arts, we're committed to keeping our spaces accessible and affordable, especially for young people, local community members, and grassroots groups.

If you're in a position to contribute a little more, your generosity helps us continue offering lower rates to those who may not otherwise have access, and we truly appreciate your support.



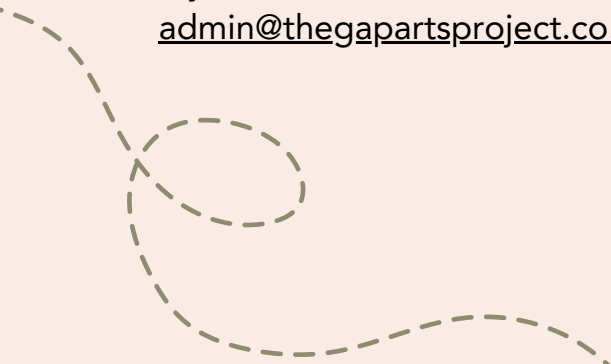
Accessibility

The GAP is located within The Old Print Works, a listed building in Balsall Heath. Due to the nature of the building, physical accessibility is somewhat limited.

Our new venue space is accessible through the Courtyard Entrance, it is a little uneven, but step-free and once inside, most parts of the ground floor are accessible.

There is an accessible ground floor toilet which is located to the rear of the building and access is on the level.

If you'd like more detailed information, please feel free to contact us:
admin@thegapartsproject.co.uk



How To Get Here

The GAP Arts Project is located inside The Old Print Works at 498-500 Moseley Road, Balsall Heath, Birmingham, B12 9AH.

A link to the Google Maps page: <https://goo.gl/maps/XiUXhMz4XumqYrxm6>.

Bus: The number 50 bus (timetable can be found [here](#)) stops very close by and runs very frequently.

Train: The closest train station is in Birmingham City Centre. It's about a 35min walk from New Street, or a 10 minute ride on the number 50 bus.

Cycling: There is ample cycle parking outside the building and in the courtyard of The Old Print Works (don't forget your bike lock!)

Car: There is no designated general parking for The Old Print Works, only space for disabled parking, so anyone coming by car is advised to park on a nearby street (our suggestion is Edward Road just opposite). The traffic on Moseley Road is quite heavy, so we advise other forms of transport if possible.

If you have heavy equipment you need to unload, it's possible to unload outside before parking elsewhere.

If you have any questions, please contact:
admin@thegapartsproject.co.uk



Hire Process

If you are interested in hiring our venue please fill out our Venue Hire [Form](#) to get started.

Once we receive your enquiry, we'll review the details, assess availability and provide a tailored quote based on your needs. We'll then confirm everything with you before sending over a hire agreement along with an invoice to finalise your booking.

We aim to make the process as smooth and transparent as possible, if you have any questions please get in touch.



Conditions of Hire

1. Payment

- Once Hire Agreement is completed and returned, an invoice will be raised.
- Full payment is due upon receipt of invoice.

2. Cancellation

- If you need to cancel your hire, please inform The GAP as early as possible. This will enable us to free up the space for other potential hires.
- For cancellations within 7 days of hire date, 75% of fee will be returned. For cancellations within 48 hours of hire date, 50% of fee will be returned.

3. Liability for loss or damage

- You are responsible for any loss or damage that occurs as a consequence of your activities as a hirer.
- This includes (but is not restricted to) damage to the premises, fixtures, fittings, furniture and equipment, call-out fees for false fire alarms, and loss of income.
- You are responsible for the actions of people you admit to the building as part of your booking.

4. Condition of space

- Please leave the venue in the state you found it. Remove any rubbish or items you've brought in, clean up any mess created etc. Failure to do so may result in additional charges.
- The space you hire may contain equipment belonging to The GAP. Any items you have hired will be specified in the Hire Agreement. Please do not touch things you have not hired. Losses and damages may result in additional charges.

5. Access

- There is no wheelchair access for hirers between our basement and gallery (cannot use spiral stairs).

6. Your equipment

- Please notify The GAP if you intend to bring any electrical equipment into the space. It is your responsibility to ensure that any electrical equipment brought in is PAT tested.
- It is your responsibility to ensure that any electrical equipment brought in does not overload or damage the electrical supply, circuits, wiring, plugs, sockets or other equipment.
- Please notify The GAP of items you intend to bring into the space that may introduce a safety hazard, cleaning problems or inconvenience to others eg. crafting equipment, large items that may obstruct pathways etc.
- Please ask The GAP if you wish to attach anything to the walls in the space e.g, signs, decorations. It is your responsibility to clean up any mess as a result of your activity and/or remove items from the space. Failure to do so may result in additional charges.

7. Safeguarding

- It is your responsibility to ensure the correct safeguarding procedure is in place for any activity involving children or vulnerable adults.

8. Health & Safety

- It is your responsibility to ensure that your activities, working practices and equipment comply with current health and safety legislation and guidance.
- If your booking falls outside of The GAP's staffed hours, please ensure that you speak to a member of The GAP team about the location of the first aid kit, fire exits and have a contact number for a member of The GAP team.

9. Parking

- There is no vehicle parking available at The Old Print Works.
- Free bicycle parking is available in the courtyard by The GAP.
- There is on street parking available nearby. Vehicles are not permitted to park on the pavement or outside the entrance on Moseley Road.

10. Alcohol

- Please do not bring your own alcohol onto the premises. The GAP has a license for alcohol sales; if you wish to have a bar at your activity, please discuss this with us.

11. Smoking

- Smoking is not permitted on the premises. It is illegal to smoke anywhere inside The Old Print Works.

Thank you for reading. If you have any further questions, please contact:
admin@thegapartsproject.co.uk