

Want to Hire a Space at BASE? Here's How!

Note 1: Please make your booking request at least 5 days before the event.

Note 2: All bookings should be made via the **page & online Booking Form** at basebristol.org/contact/ BUT if you cant use the online booking form then you can email basesocialcentre@riseup.net giving the required info.

Process:

1. Check basebristol.org/event-list/ for your date(s) to see what spaces available.
2. Read the webpage & '**Base Room User Agreement**' at basebristol.org/contact/ and complete the online Booking Form in FULL (or apply by email). Allow 4 days for a response – then chase by email if needed.
3. **Space hire costs** in brief are: £5 to £10 per hour for any space; £10 minimum per hour for kitchen hire (bring your own foodstuffs). Full details on Room User Agreement.
4. Whether you use the online Booking Form or email, **you will receive an email response asap (within 4 days)**. This may ask for further info; and/or confirm booking and give instructions for payment; and cover getting access to the building for your event (via a Keyholder).
5. **Payment – 'Pay As You Go'**: means paying for each hire, either in Advance via Bank Transfer; OR on the day via cash in a marked envelope through office door on 1st floor.
Payment – 'User Group status': is agreed in advance and means you make a labour contribution in lieu of payment. Contact Co-op for more info.

The BASE admins hope this process will make the space booking system run as smoothly as possible!