

# CORNERSTONE ARTS CENTRE

Hire Information Pack



CORNERSTONE

# 01

## About Us

Cornerstone is a purpose-built, professional arts, culture and entertainment venue in the heart of Didcot.

Opened in 2008, we present a high-quality programme of live performance, participatory activities, exhibitions and outreach work that meet the needs and enhance the experiences of our local community, and beyond.

Cornerstone comprises a 234 seat auditorium, café bar, gallery and four multi-purpose spaces, perfect for board meetings, presentations, workshops and classes.

A photograph of the Cornerstone building facade. The building features a prominent orange perforated metal facade. A large sign on the building reads "CORNERSTONE" in white and gold lettering. The sign is mounted on a dark blue background. The building is set against a clear blue sky.

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## Accessibility

All public spaces in Cornerstone are entirely wheelchair-accessible, with wide doorways and step-free access throughout. We have a lift which reaches each floor, and an accessible toilet on each level for anyone who wishes to use them.

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## Our Team

Our highly experienced team are events management specialists. They will offer the same care, creativity and detailed planning that they use to run world class performances to making sure that your event runs perfectly and the feedback that we get from our clients reflects this.



# 03

## Main Auditorium

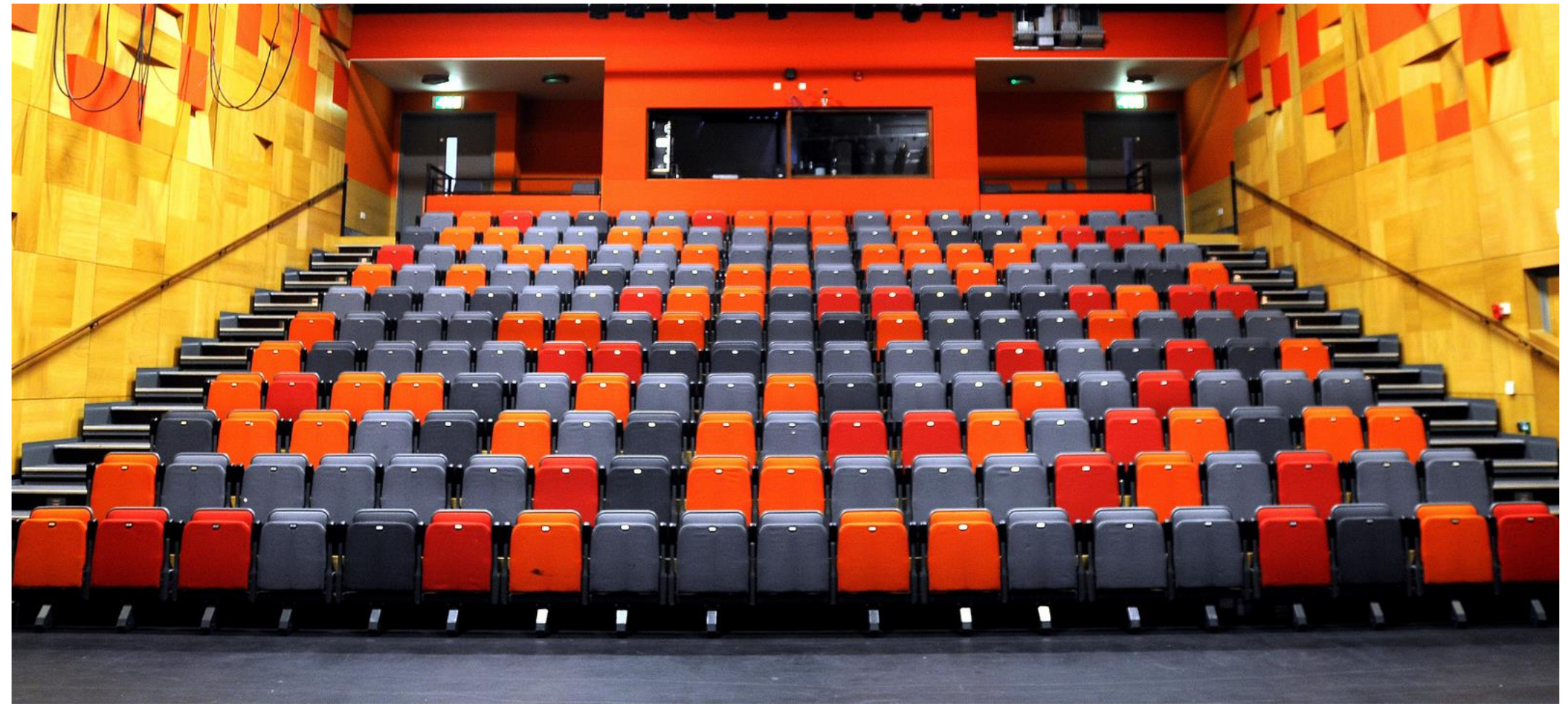
Our fully air-conditioned auditorium is a fantastic multi-functional space and suited to conferences, large-scale presentations, craft fairs and exhibitions.

The walls are lined with light oak and fabric acoustic paneling. Our in-house technical team use top quality professional equipment to ensure the best production values for any event.

Location: First floor

Dimensions: 25m x 12.8m

(Stage area: 6.5m x 8.5m)



# 04

## The Green Room

This spacious room overlooking the town square is where performers relax before they go on stage. It's a beautiful, airy room; a real hidden gem in the centre of Didcot

This space can be set up as informal or formal as needed. It's perfect for a casual meeting, workshop or buffet reception.



Location: First floor  
Dimensions: 9.8m x 5.3m



# 05

## Willow Room



Engage in creative thinking by meeting in our visual arts studio, Willow. The floor to ceiling glazing overlooks the buzzing café, yet the room is surprisingly quiet and private.

Willow is perfect for hosting workshops, board meetings or presentations.

Location: First floor

Dimensions: 7.6m x 5m

# 06

## Diamond Studio

Aside from the auditorium, Diamond is our largest space for hire. Our dance studio has a sprung floor and floor to ceiling glazing offering excellent natural light and heaps of space.

It can be set to accommodate most events including workshops, physical activities and large board meetings

Location: Second floor  
Dimensions: 9.8m x 9.1m



# 07

## Flint

Located on the first floor, Flint is ideal for board meetings, training sessions and workshops.

The space can also be set up with theatre style seating, making it the perfect space for small scale presentations.

Flint is also available for long term leases. Please enquire with our hires team for further information





# 08

## The Study

The Study is a pop-up coworking space just off our café for freelancers, artists, workers and students to work away from the hustle and bustle of our busy café bar.

It is also available for semiprivate meetings and community meet ups during the day.

The study is our emerging artist gallery and is open for public viewing



Location: Ground floor  
Dimensions: 6.6m x 5.8m



## Catering & refreshments

Through our in-house artisan café, Nourish, we can provide catering and refreshments for your event.

Whether it's a two-person interview, 100-person conference or a VIP drinks reception, we can cater for all dietary requirements and preferences.



## Room and Equipment Hire Rates

Hire Spaces			Capacities				Hire Fee	
Room	Location	Dimensions	Board	U Shape	Theatre	Banquet	Standard	Arts/Charity
Auditorium	First Floor	25m x 12.8m	-	-	234	90	£660.00* (full day) £340.00* (half day)	£530.00* (full day) £265.00* (half day)
Diamond	Second Floor	9.8m x 9.1m	24	18	50	30	£28.00 (per hour)	£22.00 (per hour)
Willow	First Floor	7.6m x 5m	16	14	30	24		
Green Room	First Floor	9.8m x 5.3m	16	12	40	24		
Flint	First Floor	7.6m x 5m	12	12	30	-		
The Study	Ground Floor	6.6m x 5.8m	12	-	-	-	£17.00 (per hour)	£13.00 (per hour)
The Gallery	Ground Floor	11.6m x 7.8m	24	18	50	-	£34.00 (per hour)	£31.00 (per hour)

### Additional Furniture Hire

5ft - 6ft Circular table & cloth	£20.00 each
Chairs (minimum 50)	£2.75 each

### Additional Staffing Rates

Additional Technical staff (per hour)	£20.00
Additional staff prior to 9am	£18.00

### Audio-Visual Equipment Included

Data Projector
Laptop
Speaker with Aux. lead
Screen
DVD Player
Display Boards

(All prices are exclusive of VAT)

(There will be a 10% administration fee levied to any booking agencies you charge Cornerstone a commission fee for booking rooms)

## Whole Venue Hire Rates

Cornerstone Venue Hire	Standard		Arts/Charity	
	Full Day	Half Day	Full Day	Half Day
<p>The entire venue is available for exclusive hire during low season, subject to availability.</p> <p>Complete venue hire gives usage of all spaces, offering the Auditorium for your large scale conference as well as all rooms for breakout spaces or smaller group activities.</p> <p><b>The venue will be <u>closed</u> to the public for your event.</b></p>	£1875.00	£1330.00	£1630.00	£845.00
<p>We can offer non-exclusive hire of the venue during our normal opening hours (9:00am - 8:00pm, Monday - Saturday).</p> <p>Non-exclusive hire gives usage of auditorium with break out spaces for 90 (depending on room layouts) with catering served in one of our spaces.</p> <p><b>The foyer, box office and café will remain <u>open</u> to the public.</b></p>	£1510.00	£725.00	£1090.00	£545.00

- All hire fees are applied from the time you require access to set up until the time the space is vacated.
  - Hires starting before 9:00am will incur an additional staffing cost of £18.00 per hour.
  - Minimum hire for Diamond/Willow/Green Room/Flint is two hours.
  - Full day hire of building and auditorium equates to 8 hours, half day is 4 hours
  - Guest Wi-Fi is available throughout the building.
  - Room availability, particularly for the Auditorium, is dependent our artistic programme, so call us to check availability.
- Any hire of the auditorium includes:
- Event Manager
  - Lighting/Sound Technician on
  - Lighting/Sound equipment
  - AV facilities

*(All prices are exclusive of VAT)*

*(There will be a 10% administration fee levied to any booking agencies you charge Cornerstone a commission fee for booking rooms)*

# Contact Us

If you would like to hire any of our spaces or have an enquiry for our hires team, please contact us

Telephone: 01235 515144  
Email: [cornerstonehires@southoxon.gov.uk](mailto:cornerstonehires@southoxon.gov.uk)  
25 Station Road, Didcot, OX11 7NE

# Find Us

We are conveniently situated just 10 minutes walk away from Didcot Parkway Station and 10 minutes drive from the A34 which connect to the M4 and M40.

Please note there is no parking on-site but there are car parks within 3 minutes of the Arts Centre



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