



“I would like to thank you and your staff once again on behalf of the Division for all your help and organization to enable a successful road show presentation to our team.”

“Our meeting on Friday was a great success. I would like to thank you and your staff for being so very helpful and responding so quickly to our needs.”

At Cornerstone, we are fast growing a reputation for the quality of our venue, food and excellent customer service. Whether you are a business or an organisation looking for a meeting, workshop, conference or entertaining space; a private teacher looking for a new venue; or somewhere to hold your child’s birthday party, we can help you.

We offer:

- Fantastic in-house catering
- Day delegate packages
- Stationary packs and excellent AV
- Children’s entertainers and party menus
- Excellent access for patrons in wheelchairs including a lift to all floors and accessible toilets on each floor
- Facilities for families such as baby changing facilities.

If you would like your room set in a way, which is not listed, just let us know.1

Chalk

Dimensions – 5.8 metres x 6.6 metres

Maximum capacity – 27 people

Location – ground floor

**Possible room layouts**

- Board table for up to 10 people
- Talks or presentations for up to 20 people
- Children's party for up to 24
- Horse-shoe configuration of tables for up to 10 people

Willow

Dimensions – 7.6 metres x 5 metres

Maximum capacity – 40

Location – first floor

Possible Layouts

- Board table for up to 16 people
- Talks and presentations for up to 30 people
- Children's parties for up to 30 children
- 4 circular tables each seating 6 people
- Horse-shoe configuration of tables for up to 18 people

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Flint

**Dimensions – 5.8 metres x
6.6 metres**

Maximum capacity – 20

Location – first floor

**Possible room layouts**

- Board table for up to 12 people
- Horse-shoe configuration of tables for up to 12 people
- Small meeting with a circular tables for up to 15
- Talk or presentation for up to 20 people

Diamond

Maximum capacity – 60

**Dimensions – 9.8 metres x 9.1
metres**

Location – second floor

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Possible room layouts

The dance studio has a sprung floor.

Protective covering must be put down for any non-dance related hires

- Horse shoe configuration of tables for up to 30 people
- Talks or presentations for up to 50
- 5 x circular tables each seating 6 people
- Board table for 24 people

If you would like your room set in a way, which is not listed, just let us know.3

Auditorium**Maximum capacity – 350 (standing)****Dimensions – 25 metres deep x 12.8 metres wide****Stage area – 6.5 metres x 8.5 metres wide**

Our fully air-conditioned auditorium is a fantastic multi-functional space and you can hire it for your own show, dancing, rehearsals, craft fairs, conferences and large-scale presentations. The walls are lined with light oak and fabric acoustic panelling and we have the latest sound desk, lighting rigs and systems to ensure top quality production values for your event.

Room availability, particularly for the auditorium, is dependent on our artistic programme, so call us to check availability. All auditorium hires must fit in with our artistic programme.

Possible room layouts

- Bleacher seating with an additional front row – maximum 228
- Bleacher seating without additional front row – maximum 207
- Circular tables seating 10-12 people – maximum 9 tables to seat 112 people (tables, table cloths and chairs will need to be hired in for this at an extra charge as detailed in equipment hire)
- Circular tables seating 6 people – maximum 12 tables (tables, table cloths and chairs will need to be hired in for this at an extra charge as detailed on equipment hire)



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Room Hire

PRICES

Rooms	Commercial Rate	Commercial Rate (local)	Non Commercial	Charity / Arts Organisation
Hour	£25	£20	£18	£15
Half Day (4 hours)	£100	£80	£72	£60
Full Day (8 hours)	£200	£160	£144	£120
Auditorium				
Hour	£75	£60	£50	£40
Half Day (4 hours)	£300	£250	£200	£160
Full Day (8 hours)	£500	£480	£400	£320

ALL PRICES ARE EXCLUSIVE OF VAT

The hire fee is applied from the time you require access until the time you clear the room

Minimum hire time is two hours

Please note we are open Tuesday – Sunday and are closed on Mondays

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Room Hire

Stationery Packs

Name badge, Cornerstone hospitality folder, paper and cornerstone pen £3
You can also ask us to insert your promotional material into this folder, just send the information to us in advance

Audio visual equipment

Flipchart	£5
1.5 metre x 1.5 metre screen	£20
<i>In most of the rooms it is possible to project on to the wall</i>	
Data projector	£45
Lap top	£75
i-pod speakers	£25
small cd player	£5
32" flat screen monitor with stand	£40
OHP overhead projector	£20
DVD Player	£20

Furniture

Lecturn	£30
5-6 foot circular tables (with cloths)	£17.45 each
Additional chairs	£2.50

Staff

Additional Technical Staff (for auditorium hires)	£10 per hour
Cloakroom attendant	£8 per hour

All prices quoted are exclusive of VAT

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Room Hire

What do to next

If you would like to hire one of our spaces do contact us.

Box office reception

01235 515130

cornerstone@southoxon.gov.uk

Or

Louise Birt (Operations Manager)

01235 515132

louise.birt@southoxon.gov.uk

For all catering requirements and queries please contact our caterers direct by calling 01235 815670

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