

Space for Hire at The Hive

The Hive is a valuable centre for business, as a provider of specialist resources and as a meeting and training venue.

You are able to use a comprehensive collection of print materials and e-resources, which includes research on recent developments in business management theory and practice.

Library staff provide roaming assistance in The Hive and more detailed consultations and advisory services are available by appointment through the University's experienced Business School and Worcestershire.Business.Central.

The Hive has eight meeting rooms, as well as The Studio and The Oasis for use by community groups, businesses and the general public.

The types of events and activities we support are community groups; local classes, courses and workshops; performances including dance/theatre; exhibitions and regular adult learning activities, student activities and one-off meetings, but The Hive is open to all and any appropriate event will be considered.

We require a minimum of 5 working days' notice. For room booking and enquiries please contact **bookings@thehiveworcester.org**

We have an on-site catering company, who can cater for all your requirements from tea and coffee to lunches and receptions. To book catering you will need to contact **hivecatering@bellrock.fm**

Meeting Room 1, Level 2



Commercial Business Room Hire charges:

- Per hour: £ 16.50
- Day rate: £115.50 (8 hours)

Non-profit Making Business Room Hire Charges:

- Per hour: £ 8.25
- Day rate: £57.75 (8 hours)

Capacity and Layout Options:

Boardroom
10 delegates



Facilities:

- Whiteboard + Pin board

Please see [additional bookable equipment list](#)

Flipchart stand available at request

Flipchart paper and pens available at request (at cost)

Meeting Room 2, Level 2



Commercial Business Room Hire charges:

- Per hour: £ 44.00
- Day rate: £308.00 (8 hours)

Non-profit Making Business Room Hire Charges:

- Per hour: £ 22.00
- Day rate: £154.60 (8 hours)

Capacity and Layout Options:

Boardroom
15 delegates



Theatre
30 delegates



Horseshoe
14 delegates



Classroom layout also available

Facilities:

- Smart Screen
- Windows 7 PC + DVD player
- Laptop Input: VGA + HDMI
- Audio for PC, DVD, Laptop
- Lectern mic
- Whiteboard
- Hearing Loop



Flipchart stand available at request

Flipchart paper and pens available at request (at cost)

Meeting Room 3, Level 2



Commercial Business Room Hire charges:

- Per hour: £ 44.00
- Day rate: £308.00 (8 hours)

Non-profit Making Business Room Hire Charges:

- Per hour: £ 22.00
- Day rate: £154.60 (8 hours)

Capacity and Layout Options:

Boardroom
15 delegates



Theatre
30 delegates



Horseshoe
14 delegates



Classroom layout also available

Facilities:

- Smart Screen
- Windows 7 PC + DVD player
- Laptop Input: VGA + HDMI
- Audio for PC, DVD, Laptop
- Lectern mic
- Whiteboard
- Hearing Loop



Flipchart stand available at request

Flipchart paper and pens available at request (at cost)

Meeting Room 4, Level 2



Commercial Business Room Hire charges:

- Per hour: £ 27.50
- Day rate: £192.50 (8 hours)

Non-profit Making Business Room Hire Charges:

- Per hour: £13.75
- Day rate: £96.25 (8 hours)

Capacity and Layout Options:

Boardroom
10 delegates



Theatre
10 delegates



Facilities:

- 42" NEC LED Mobile screen
- Windows 7 PC
- Whiteboard + Pin board

Flipchart stand available at request

Flipchart paper and pens available at request (at cost)

Meeting Room 5, Level 2



Commercial Business Room Hire charges:

- Per hour: £ 27.50
- Day rate: £192.50 (8 hours)

Non-profit Making Business Room Hire Charges:

- Per hour: £13.75
- Day rate: £96.25 (8 hours)

Capacity and Layout Options:

Boardroom
10 delegates



Theatre
10 delegates



Facilities:

- 42" NEC LED Mobile screen
- Windows 7 PC
- Whiteboard + Pin board

Flipchart stand available at request

Flipchart paper and pens available at request (at cost)

Meeting Room 6, Level 2



Commercial Business Room Hire charges:

- Per hour: £ 27.50
- Day rate: £192.50 (8 hours)

Non-profit Making Business Room Hire Charges:

- Per hour: £13.75
- Day rate: £96.25 (8 hours)

Capacity and Layout Options:

Boardroom
10 delegates



Theatre
10 delegates



Facilities:

- 42" NEC LED Mobile screen
- Windows 7 PC
- Whiteboard + Pin board

Flipchart stand available at request

Flipchart paper and pens available at request (at cost)

Meeting Room 7, Level 3



Capacity and Layout Options:

Boardroom
6 delegates



Facilities:

- Whiteboard + Pin board

Please see [additional bookable equipment list](#)

Commercial Business Room Hire charges:

- Per hour: £ 16.50
- Day rate: £115.50
(8 hours)

Non-profit Making Business Room Hire Charges:

- Per hour: £ 8.25
- Day rate: £57.75
(8 hours)

Flipchart stand available at request

Flipchart paper and pens
available at request (cost included)

Meeting Room 8, Level 3



Capacity and Layout Options:

Boardroom
6 delegates



Facilities:

- Whiteboard + Pin board

Please see [additional bookable equipment list](#)

Commercial Business Room Hire charges:

- Per hour: £ 16.50
- Day rate: £115.50
(8 hours)

Non-profit Making Business Room Hire Charges:

- Per hour: £ 8.25
- Day rate: £57.75
(8 hours)

Flipchart stand available at request

Flipchart paper and pens
available at request (at cost)

The Studio, Level 1



The Studio is a performance space able to seat up to 50+ people* for meetings, conferences and events. This room is designed to be multi-functional with flexible layouts and state of the art AV equipment.



Capacity and Layout Options:

Boardroom
36 delegates



Theatre
50+ delegates*



Horseshoe
24 delegates



Classroom layout also available

Facilities:

- Projector
- Windows 7 PC + DVD player
- Laptop Input: VGA + HDMI
- Audio for PC, DVD, Laptop
- Lectern mic + roving mic
- Hearing Loop



Commercial Business Room Hire charges:

- Per hour: £ 44.00
- Day rate: £308.00 (8 hours)

Non-profit Making Business Room Hire Charges:

- Per hour: £ 22.00
- Day rate: £154.60 (8 hours)

**Please speak to Bookings Team for parties larger than 50 delegates*

The Oasis, Level 1

The Oasis is a bright yellow, snug room. It is acoustically secure and intended for quieter activity for classes. It has been designed particularly so that children with special needs will find it welcoming and non-threatening.

This area is particularly aimed at trainee teachers, parents and teachers.



Capacity and Layout Options:

Theatre
25 delegates



Facilities:

- Interactive whiteboard
- Laptop (linked to screen)
- DVD Player

Flipchart stand available at request

Flipchart paper and pens available at request (at cost)

Commercial Business Room Hire charges:

- Per hour: £ 22.00
- Day rate: £154.00 (8 hours)

Non-profit Making Business Room Hire Charges:

- Per hour: £ 11.00
- Day rate: £ 77.00 (8 hours)

Additional spaces for hire

We can also offer the following spaces within the Hive.

Please contact bookings@thehiveworcester.org to discuss your event plans and find the right space for you.



Story Pit, Level 1

The Story Pit in the children's library and ideal for storytelling events.

Wet + Dry area, Level 1

This is in the children's library and ideal for crafts or activities where things might get a little messy.

The space has tables and chairs to seat 16 children and the large interactive whiteboard can be moved into this space too.



The Atrium, Level 1



This is a light and spacious area which boasts an unspoiled view to the top of the building. This is the main space on Level 1 and ideal for exhibitions. We have a suite of 6 T-shaped exhibition panels with up to 36 sides of display space, as well as hanging sets to accommodate framed pieces.

In this space we can also offer the use of up to 4 display cabinets to compliment an exhibition, or they can be rented on their own.

Area	Price per week
Atrium, Level 1	£ 45.00
Display Cabinets (up to 4)	£ 15.00 each

The Business Centre, Level 2



The dedicated Business Centre is available for drop in use for businesses and is located on the second floor of The Hive.

The Centre is an access point for specialist resources and also features a collection of well-appointed meeting rooms, all equipped with the latest technology.



Capacity: seating for 9

Facilities:

- Comfortable informal seating
- Digital screen with the latest business information
- Specialist business resources
- Research databases including COBRA
- Business publications
- Newspapers
- Printer

Exhibitions and Art at The Hive

The Hive is looking for ideas and activities to develop arts and cultural activities, in line with its vision and mission to present exciting, innovative work that reflects the diverse range of talent and skills Worcestershire has to offer.

If you have an arts proposal or would like to find out about putting something on at The Hive, please firstly refer to [our policy](#) and then [fill in our application form](#) and send it to our programming group - programming@worcestershire.gov.uk.

Projects will be assessed at a bi-monthly meeting by a panel and you will be informed within two weeks of the meeting of the status of your application. Space is allocated on a first come, first served basis.

If you are interesting in hiring exhibition space please read our [terms and conditions](#) before completing and submitting an [exhibition enquiry form](#). Your form should be returned to programming@worcestershire.gov.uk

The exhibition spaces we have to offer are:

- **Atrium** – Level 1.
In this space you can hire up to 40 of our exhibition panels and up to 4 display cabinets. The panels can be positioned in a variety of ways to suit your show. They are 900mm W x 2000mm H.
We also have hanging sets which allow damage free hanging of up to 200 framed pieces (100 larger/heavier framed pieces).
If you wish to affix your pieces to the panels with screws, there will be a 'making good' charge.
- **Display Cabinets** – Level 1.
These are the 4 cabinets located in the atrium which can be hired separately from the main exhibition space. The units also have shelves either side so marketing materials can be placed alongside your pieces or a themed library book collection can be requested to compliment your exhibition.
- **Hive Café** – Level 1.
The Hive Café has an art wall equipped with a hanging rail to accommodate 7 linear metres of pieces. Mounted prints can also be displayed on this wall.
- **Hive Shop** – Level 1.
In The Hive Café there are 3 display cabinets which can be used to show a variety of items, pictures included.
- **Display cases** – Level 3.
These cases are built onto the ends of the tall bookcases on Level 3. Ideal for displaying a large series of small pieces, or a curated collection.

Please note the atrium exhibition space on Level 1 is currently booked up 18 months in advance.

Additional bookable equipment

If you require any IT equipment that is not on the list below, please ask the Bookings Team for an IT form (extra costs may apply).

Technical support can be booked Mon –Sat but costs will apply. If you wish to familiarise yourself with the equipment prior to your event, we recommend discussing this with the Bookings Team who can arrange this for you.

Mobile Screen

- 42" NEC LED Mobile screen with Windows 7 PC, or laptop input
- Polycom Video Conferencing Unit (Polycom-to-Polycom only)

Mobile Interactive Whiteboard

Please note this unit can only be used in rooms and spaces on Level 1.

- 85" Promethean interactive white board with built in projector and speakers
- Shelf and cabling (VGA) for laptop

Portable PA System

- Self-contained portable PA unit with built in amplifier
- 2 x wireless handheld mics included
- Various inputs for external devices, including USB
- Retractable trolley handle and rear wheels provide easy portability

For further information please refer to
our website www.thehiveworcester.org
or contact us on admin@thehiveworcester.org
or call on **01905 822866**

a partnership between



University
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