

PARTNER HIRES



at the
exchange



We offer Partner hires for individuals and groups who share our ambitions for community, and who want to be part of our community programme.

By hiring our spaces, you directly support our community programme - you can be proud to align your community activity with ours.

Tapestry making at The Exchange.

the exchange

Situated in a Grade II listed old library in Erith, Greater London, near the banks of the River Thames, The Exchange is a place dedicated to craft and community, and regularly works with partners towards shared aims that have local impact. Ideally located a two-minute walk from Erith Station, The Exchange is a perfect venue to attract audiences from across Bexley, SE London and Kent, offering them the opportunity to be part of something creative and unique.

If you agree to be a partner and part of our programme, we can offer discounted venue hire rates and some marketing support.





LEARNING ROOM

PARTNER OFFER

The Learning Room was once the living room and kitchen for the old library's Librarian. The room is perfect for small public workshops and activities. It is available for hire from Wednesday to Saturday and includes use of a projector and screen.



OVERVIEW :

Capacity:	Workshop/Conference	15
	Theatre	30
Rates:	Weekday	£25 initial hour, £20 per additional hour or part thereof
	Saturday	£35 initial hour, £30 per additional hour or part thereof
	Evening (Mon/Tue/Thu only)	£35 initial hour, £30 per additional hour or part thereof
	+ use of speakers/amp	£50 set up and usage fee

* All prices are exclusive of VAT

* All prices include support from a Duty Manager for your event

NORTH ROOM

PARTNER OFFER

Originally the "News Room", this is where people would have come to read the papers and get informed. This space is ideal for larger workshops and activities. It is available for partner hires on weekdays and Saturdays.

OVERVIEW :

Capacity:	Standing	60
	Workshop/Conference	30
	Theatre	50
Rates:	Weekday	£45 initial hour, £30 per additional hour or part thereof
	Saturday	£55 initial hour, £30 per additional hour or part thereof
	+ use of projector/screen	£25 set up fee
	+ use of speakers/amp	£50 set up and usage fee

*All prices are exclusive of VAT

*All prices include support from a Duty Manager for your event





TOWN SQUARE + NORTH ROOM

PARTNER OFFER

This arched space with its feature brick wall was once the heart of the old library. Now this space is used for concerts and performances, exhibitions and workshops, markets and dog shows!

As this space is pretty active, availability isn't always possible, so it is worth getting in touch with us early. However, we are particularly interested in populating this space with community activity in July, August, November and December.



OVERVIEW :

Capacity:	Market Stalls	20
	Standing	150
	Seated - Theatre	100
Rates:	Seated – Workshops	70
	Weekday	£120 per hour (minimum 4 hours)
	Saturday / Evening	£140 per hour (minimum 4 hours)
	+ use of projector/screen	£25 set up fee
	+ use of speakers/amp	£50 set up and usage fee

*For hires of Town Square/North Room, we ask partners to provide a minimum of 2 members of staff to support management of building security and crowd control.

*All prices are exclusive of VAT

*All prices include support from a Duty Manager for your event

CONVERSATION ROOM

PARTNER OFFER

This warm and cosy room has always been a space for relaxed conversation and coming together. Situated directly next to our Bookstore Café/Restaurant, it is ideal for smaller parties, celebrations and gatherings.

OVERVIEW :

Capacity:	Workshop/Conference	15
	Theatre	30
Rates:	Weekday	£25 initial hour, £20 per additional hour or part thereof
	Saturday	£35 initial hour, £30 per additional hour or part thereof
	Evening (Mon/Tue/Thu only)	£35 initial hour, £30 per additional hour or part thereof
	+ use of speakers/amp	£50 set up and usage fee

* All prices are exclusive of VAT

* All prices include support from a Duty Manager for your event



MARKETING SUPPORT

If you agree to be in our programme, you will receive some marketing support for your event(s). As well as reductions in our venue hire fees, we also want to provide marketing support where we can. If you are able to get us the information over in adequate time, your event will be included in our:

1. Quarterly printed programme (Reach approx. 2000)
2. 2 x Social media posts about the event (Reach approx. 4000)
3. Inclusion in our Events and Members mailing lists (reach approx. 2000)
4. Potential for A3 poster to be displayed on street-side signage and within our building

CATERING

We allow our partner organisations to arrange their own catering except where the partner wants to supply alcohol. The Exchange can arrange to set up an events bar where necessary and we have the appropriate licenses. Please contact the team to discuss further.

We ask partners who are organising catering to supply us with proof of adequate public liability insurance and for all waste to be taken away and disposed of off-site.

We do also work with caterers and can pass the details on to you if you wish.

THE PARTNERSHIP AGREEMENT

In return for a reduction in rates, we do ask for a commitment from Partners:

1. Public events: we cannot provide partner rates for private events or celebrations. These events must be available either to the public at large or for a specific target group you are working with to achieve impact.
2. To be non religious, non-party political. Our lease does not allow us to promote religious or party political activity and so cannot offer reductions for religious or political organisations.
3. To agree hire dates and event information in good time so that we can include all the details in our quarterly marketing programme.
4. To manage your event in full, including adequate supervision, ticketing, enquiries relating to your event and any other customer requirements.
5. To provide staff/volunteers for set up and clear down – we will have one member of the Exchange team who will be there to support.
6. To treat our building and garden with respect and care (see our Venue Hire Guide for details) and ensure your guests do so also.
7. To allow us to continue wider operations including having the Garden Room shop open – this allows us to generate income and therefore pay for the partner hire subsidy.
8. To provide bin bags for your event and remove waste at the end of the event. If you need us to deal with waste, then please let us know in advance of the event so we can provide a wastage removal fee.
9. To provide us with evidence of Public Liability Insurance and to ensure there is a Risk Assessment in place for your event.

DIRECTIONS

BY BIKE

There are cycle racks at The Exchange, both near The Garden Room shop entrance and at the other side of the building. We are very close to the Thames Path and on the Green Chain Walk.

BY CAR

There is pay-for parking on Walnut Tree Road (free on Sundays), or you can park for free at Morrisons for up to 2 hours (a 5 minute walk away). There is also an electric charging station on Walnut Tree Road.

BY TUBE

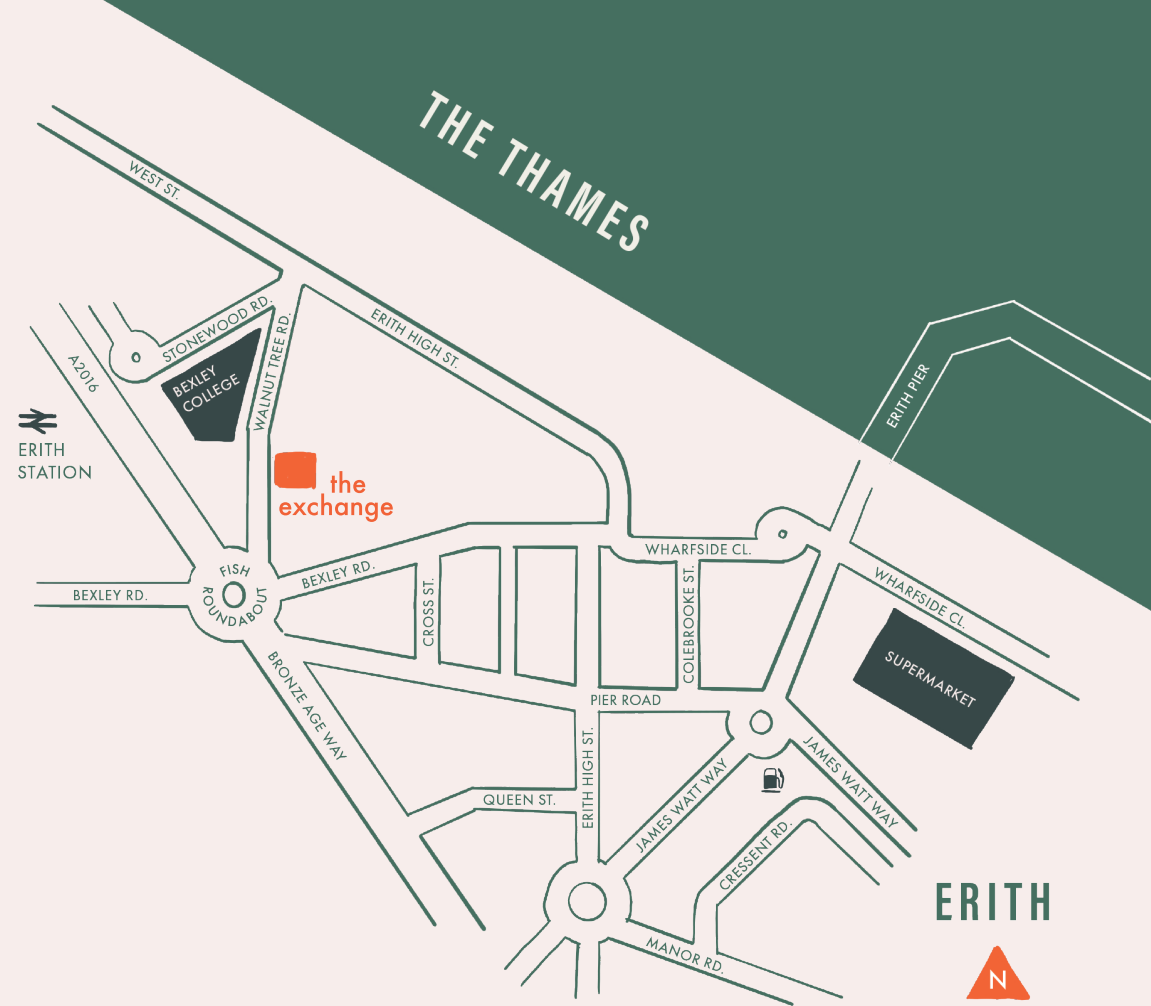
The Elizabeth line now serves Abbey Wood Station. Alight there and board a train to Gravesend, Dartford or Eltham (6 minutes) to arrive at Erith Station.

BY BUS

The 229 (towards Thamesmead), 99 (towards Bexleyheath) and 469 (towards Queen Elizabeth Hospital) stop directly outside The Old Library; and additional routes available from Erith Town Centre (a 2 minute walk away).

BY TRAIN

The Exchange is a 2 minute walk from Erith Station. Exit the station, follow the road under the bridge and walk past the front of London South East College. Continue up the steps and across the road, and you have made it. Trains come from London Cannon Street and London Bridge, and continue through to Dartford and Gravesend.



CONTACT US

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