

Space Hire at
CAPA COLLEGE
Performance and Event Spaces



capa.college

@capacollege

hire@capacollege.co.uk

THE MULBERRY PLAYHOUSE

Theatre Hire

Our auditorium is a modern, multi-use performance space. With its own dedicated entrance and The Green Room front of house space, it is perfect for live performances, rehearsals, creative showcases, conferences and large-scale business events.

With a 10m x 15m flat, sprung floor, 200 tiered seats and a full tension wire grid, The Mulberry Playhouse is the perfect destination for touring professional shows and performance events.

Alternatively, utilise the projection facilities, lectern, microphone and PA system to host your large-scale business event or conference in this innovative space.

Capacity: 200



THE BOX THEATRE



Event Hire

The ultimate, flexible event space. The 200m² Box Theatre caters for everything from intimate, immersive exhibitions to 130-seat in-the-round theatre and 180-seat awards ceremonies or gala dinners.

Capacity: 50 -180



PERFORMANCE STUDIOS

Studio Hire

Our performance studios are unrivalled in the area and are used by professional companies and community groups alike.

With a professional recording studio, 4 fully-sprung dance studios ranging from 104m² to 144m², a black box studio and a signature performance studio (with 9m high ceilings and viewing platform), CAPA College is the perfect place to host your own classes, workshops and rehearsals.



THE YORKSHIRE PICTURE HOUSE

Cinema Hire

The ideal venue for your business event or private screening, our state-of-the-art cinema is equipped with 60 tiered seats, a 4K digital Barco projector, two 35mm retro projectors and Dolby surround sound.

Make use of the microphone, lectern and PA system for lectures and conferences, stream live events or enjoy an unforgettable private cinema experience.

Capacity: 60



THE INFINITY COVE



Infinity Cove Hire

Our 360-degree curved studio is equipped with a full rig for photography, filmmaking, live broadcasting and gaming.



THE AMPHITHEATRE

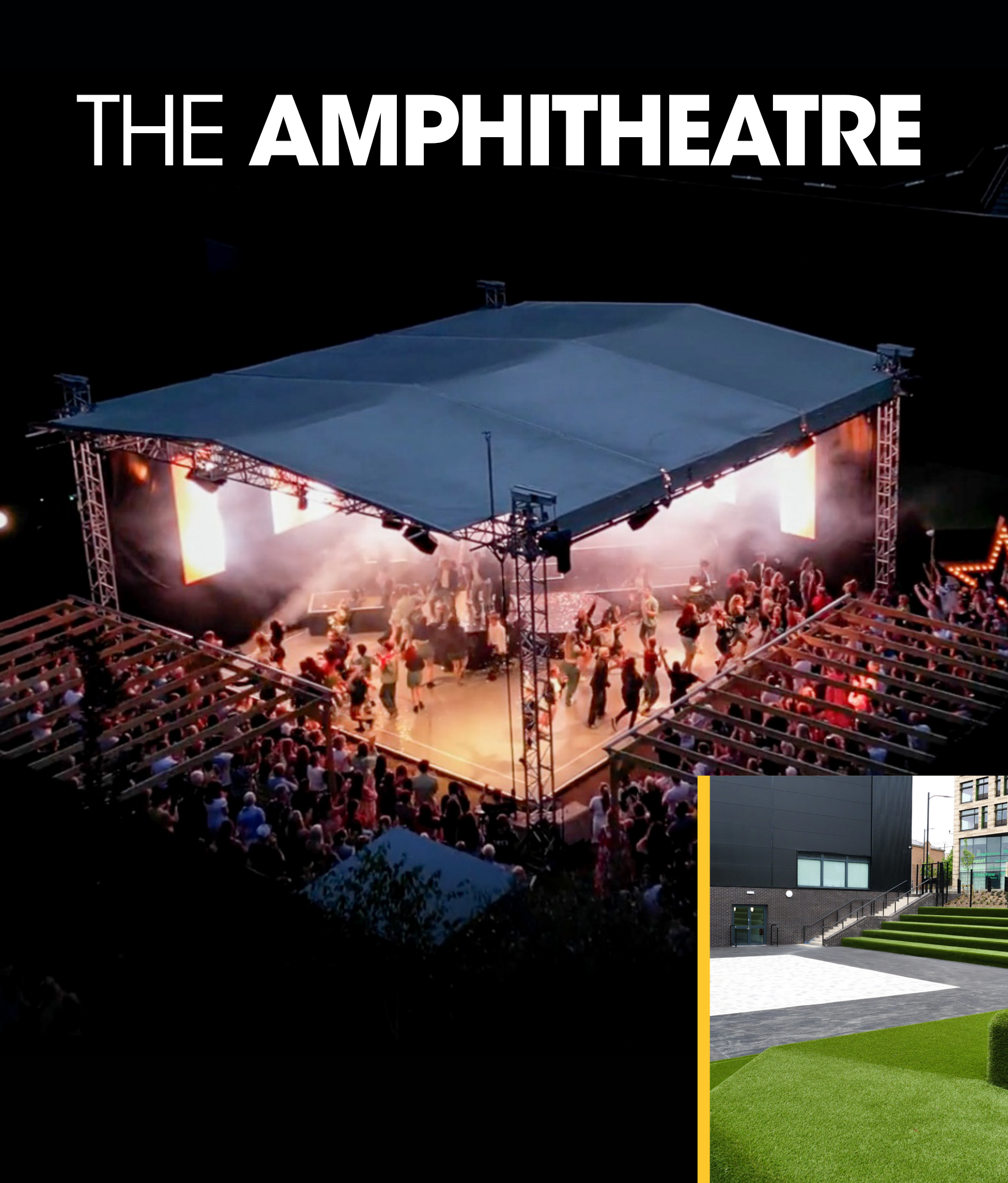
Outdoor Space

An exciting and unique space in the heart of Wakefield, The Amphitheatre is the perfect venue for your outdoor event or performance.

The versatile, enclosed space features a 17m x 17m paved performance space, attractive grass bank seating (max capacity 800 people) and central power supply.

From Christmas markets to open-air theatre, summer fetes and film screenings, The Amphitheatre is THE destination for outdoor events in West Yorkshire.

 **Capacity:** 800



THE MEETING ROOMS

Room Hire

Impress clients, hold memorable workshops or deliver a winning pitch in our fully-serviced meeting spaces.

With breakout spaces for group projects, a central location (directly opposite Wakefield Westgate train station) and in-room catering facilities, our meeting spaces cater to all your business needs.

Capacity: 12 - 30

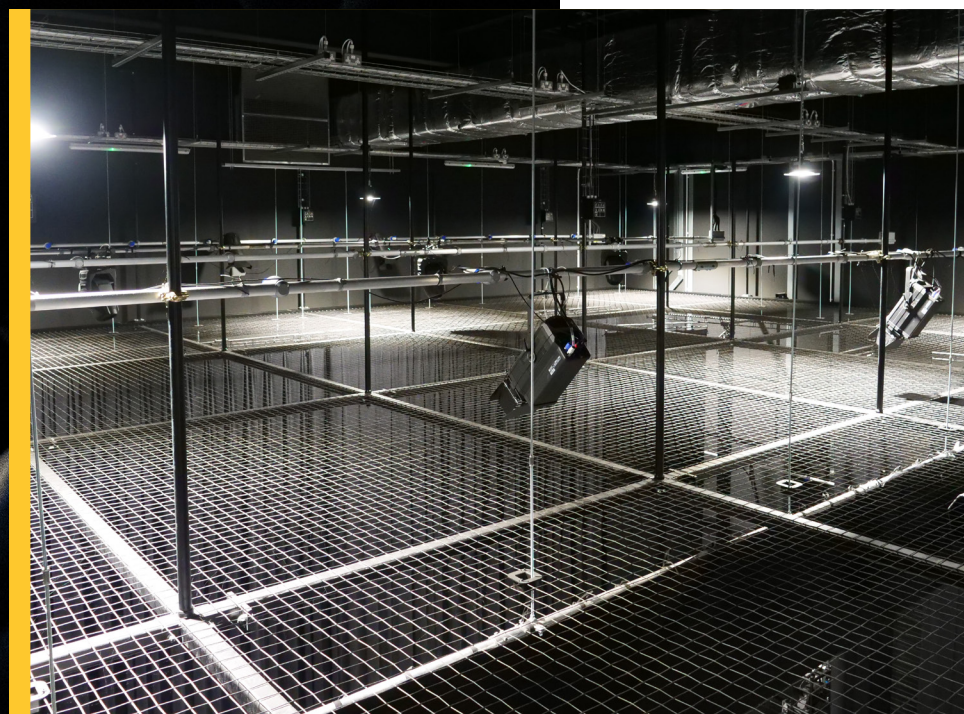


SPECIALIST EQUIPMENT

Equipment Hire

Items provided free of charge:

Laptop/Projector/Screen
PA System
Cabled, handheld microphone with stand
Lectern



The image shows the CAPA College logo, which consists of a stylized star and the text 'CAPA COLLEGE' in a bold, sans-serif font. The logo is illuminated and appears to be part of a building's facade. The background of the entire page is a dark, blue-tinted photograph of a modern building with large glass windows. The title 'SPACE HIRE FAQs' is written in large, white, bold, sans-serif capital letters on the right side of the image.

SPACE HIRE FAQs

How do I book?

Please send all enquiries to hire@capacollege.co.uk or phone us on **01924 583737**.

To provide you with an accurate quotation, please provide the following information: event type / date / start and end time / number of attendees / indication of technical requirements.

Cancellation Policy

Please get in touch with us if you need to make any amendments to your booking and we will try to accommodate you as best we can.

If the hire is cancelled with less than 14 days' notice, 100% of the hire fee will be due. If the hire is cancelled with 14-28 days' notice, 50% of the hire fee is due. Cancellation of a contract part way through a term will require the cost of the next term to be paid in full (unless at least one full term's notice is given).

Accessibility

There are three levels to the building (including the ground floor) which are all accessible via a lift. Two disabled parking spaces are available on site and there is an accessible ramp leading to the entrance of the building. We have a hearing loop for use in all performance spaces and can accommodate audiences through touch tours and BSL interpreted performances. There are accessible and gender-neutral toilets on all levels.

If you have any further requirements, please discuss them with us prior to your event.

Safeguarding

Safeguarding children and young people is of paramount importance. You may be asked to produce or undergo DBS checks and produce appropriate safeguarding assurances where necessary.

Parking

Unfortunately, there is no parking onsite, however there is ample parking at Merchant Gate Car Park across the road at Wakefield Westgate train stage and CAPA College is easily accessible via public transport.

We have two disabled parking spaces available on site. We are able to accept deliveries via the side entrance, but please note that storage space is limited so please contact us in advance to discuss your requirements.

Catering

Please discuss your catering requirements with us at the time of booking. We can provide a front of house service for events, which includes hot and cold beverages and refreshments. However you are welcome to use external catering and we can provide access to our refrigerators and equipment with prior agreement.

What does the 'day rate' include?

Our standard 'day rate' is for 8 hours (additional hours may incur a further cost). This rate includes two members of CAPA College staff (a receptionist and a member of the facilities team) who will be on site throughout the hire. Additional staffing, including Technical and Front of House Support, is available from £25 per hour.

Other

We do not allow the use of 'CAPA College' in any advertising or publicity for events (other than to describe the location). If you wish to use CAPA College branding, this will need to be agreed in writing prior to the event. You must inform the College if interest from the media is expected.

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