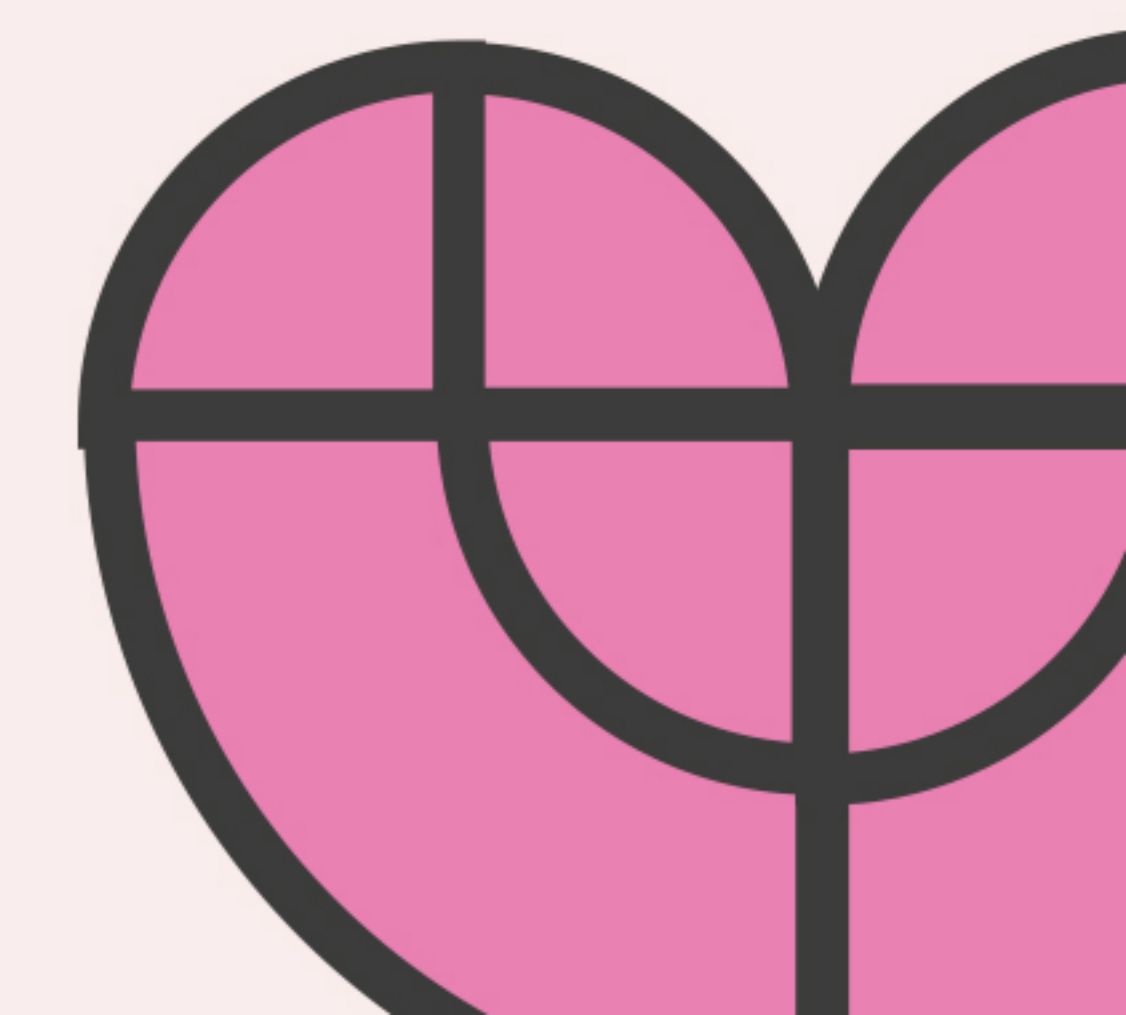


Thanks for considering Maketank, we would love to have you here!

In this little handbook, you should find all the information you need for hiring and using the space. If you would like to book a viewing, hire the space or have any questions, please drop us an email at bookings@maketank.org.uk, and one of our staff members will help you.

In this packet, you'll find out more details on our space, including the house rules and information on accessibility. We've also included a guide to our favourite nearby eat & drink spots.

**WELCOME TO
MAKETANK!**





Maketank building is divided into **two parts** - **Main Space** (Ground floor, 2nd and 3rd floor of 5 Paris Street) **and The Dek** (non-hireable, 2nd and 3rd floor of 3 Paris Street).

The ground floor is a warm and welcoming 2700 sq ft **accessible space** available for hire to community groups, charities, artistic and creative entities, educational institutions, performance groups, and artistic networks. It is mainly dedicated to holding events such as exhibitions, performances, classes, community celebrations, gatherings, etc.

It can host up to **175 standing**, seat up to **60 workshop style**, or up to **100 lecture style**.

ABOUT MAKETANK

The space includes **the following and more:**

- Projectors
- Event lighting
- WiFi
- Kitchenette
- Large flat-screen TVs with input for laptop
- Stereo
- Tables and chairs
- Workshop/making area with Cricut machine and laser printers

On the first floor, we have the **art studio and a small kitchen**. We have a **microwave, sink, and some tea & coffee supplies**. You're welcome to bring your own refreshments, tea & coffee and use this space, but please make sure you clean up after.

On the second floor, you'll find **toilets**.

You can find a full list of inventory at the end of this document.





VENUE HIRING

We offer hiring on the main space of Maketank. A simple hire package will allow you to use the space and some basic facilities without staff. The space will be cleaned, but you might want to reserve some time to arrange the space before your event.

Extras available: Some equipment and facilities in our inventory are subject to fees and security deposits. If needed, our technicians can help you set up the event (including lighting, AV system etc.). We also have marketing and design staff who can help you with promotional visuals, and promoting your event on social media.

Please fill in the hiring form, or contact us at bookings@maketank.org.uk to get a quote from us.

PARKING

The area behind Maketank is for loading only, no free parking until 6 pm. Free parking 6 pm-8 am the next day. Please read the signs carefully. You can park at John Lewis or King William Street Car Park. There is also further parking around the city.

SAINSBURY'S LOCAL

The best place to buy supplies such as toilet rolls, food, essentials and medicine. It is open 7 am-11 pm everyday.

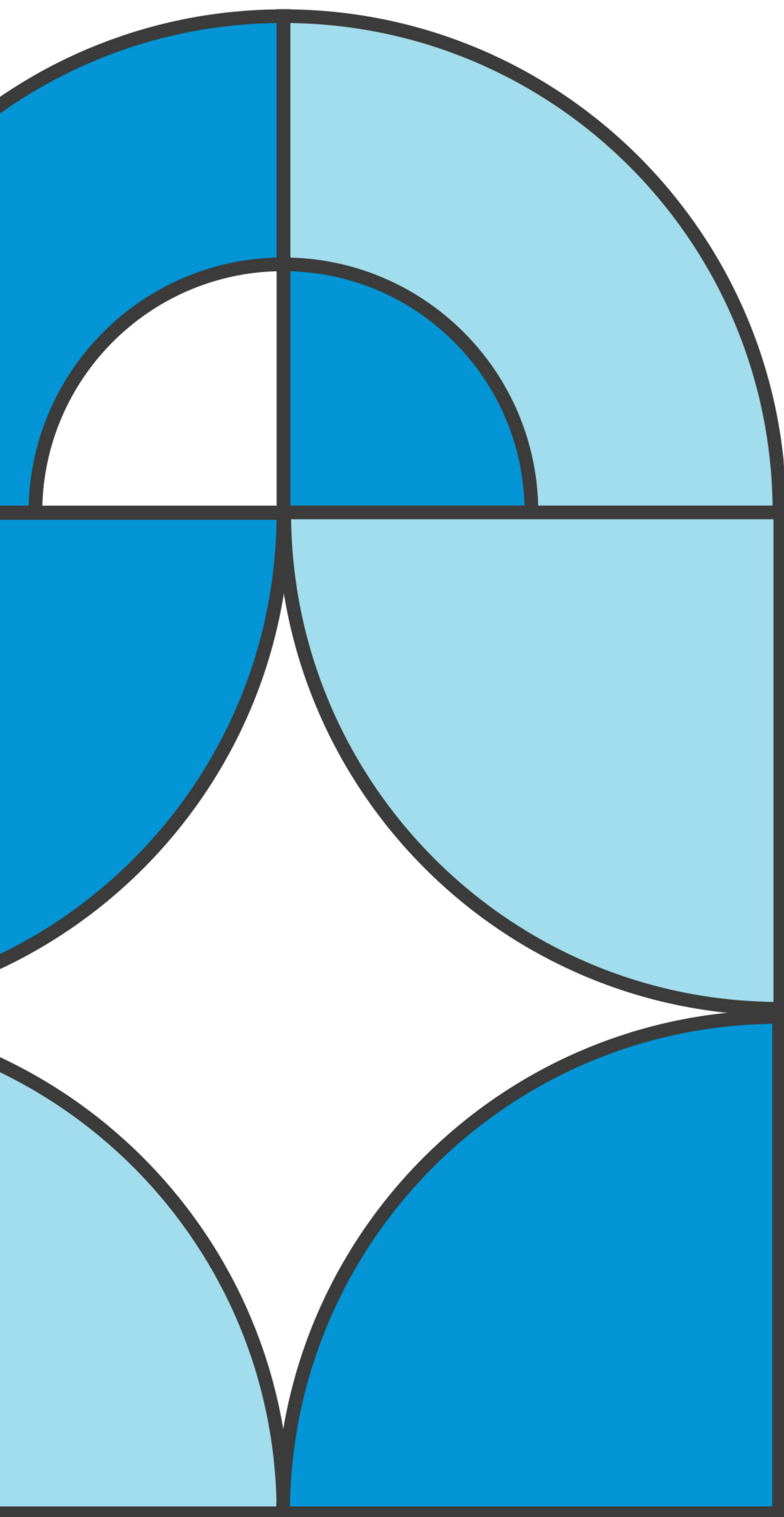
FOOD

There are a number of places to eat in the area on Sidwell Street, High Street and in Princesshay:

- Artigiano Café - coffee by day, cocktails by night
- Old Firehouse - wonderful giant pizza and cheap beer!
- Rogamo, Somboon - yummy Asian food!
- The Flat - 15 min stroll towards quay on Fore Street, the best vegetarian/vegan/gluten-free pizza!

SURROUNDING AREA





We want everyone to be able to enjoy the Maketank space. To help us out a little, please:

FIXINGS

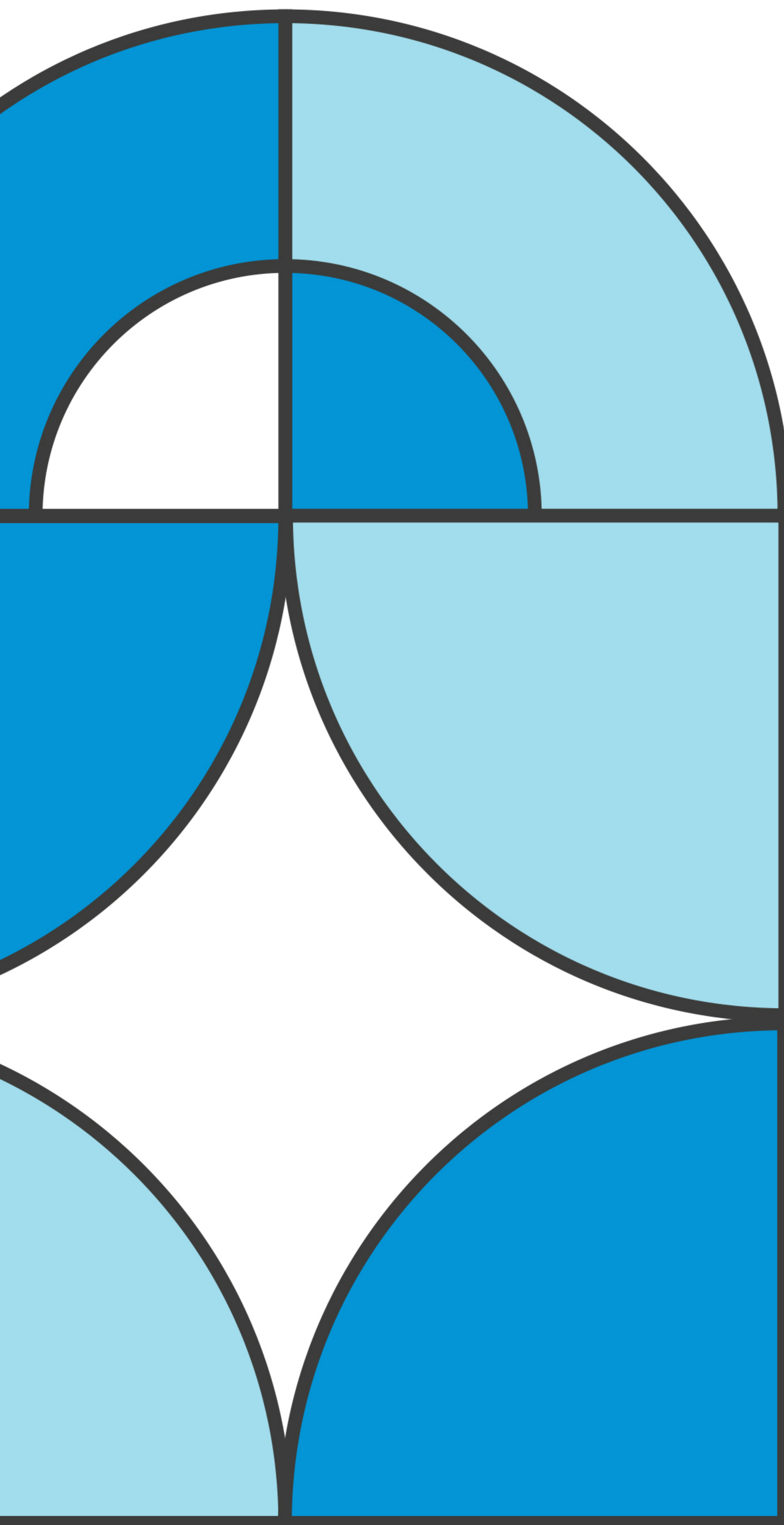
Do not fix anything to the walls and the floor, especially Bluetack, without getting our approval first.

SMOKING & ALCOHOL

No smoking indoors, including prop-herbal cigarettes or vapes. We have a small area at the back where you can enjoy a quiet moment to yourself.

No alcohol consumption without prior consent. We do not have an alcohol license, any alcohol is only to be consumed on-site with permission from Maketank. If you want to unwind after your event, we recommend visiting Cuckoo, a taproom at 27 Paris Street. They are open 7 days a week, and they also have some yummy bar snacks!

HOUSE RULES



LOCKING UP

You want to keep the front door locked whilst you work, or you will likely have curious visitors from off the street! If you are heading upstairs or outside, please lock the front door and the back door.

When leaving, please go to the lighting control room and ensure that lights, heating and taps on all floors are firmly switched off. Do one last sweep of the building before you close up.

CLEANING

We will do a general cleaning of the building once per week. Before you arrive, we will ensure that the space is ready for you to work. In return, we ask the following:

The kitchen is left clean at the end of the day: the microwave is wiped down, and the mugs are washed up.

No food or open drinks should be left on the premises. Extra bin bags can be found under the sink in the kitchen.

INVENTORY

These items are available for you to use in the space, some are subject to fees and security deposits.

Equipment

- 2 large Samsung digital screens
- 2 medium Samsung Digital screens
- 1 Hitachi CP-X255 LCD projector
- 2 hdmi adapters (Benfei)
- 1 thunderbolt adapter (Benfei)
- 1 mic stand
- 1 Sennheiser Microphone
- 2 large "the box" speakers
- 1 Alto MixPack 10 Portable PA System
- 1 Euro power pmp2000 amp
- 1 BOSE speaker
- 1 OHP [overhead projector] (3M)
- 7 Birdie Small Parcan lamps
- 4 Old theatre lamps which could be rewired to operate as theatre lamps again

Furniture

- o 6x green bar chairs, with 5 cushions
- o 100x Blue folding Chairs
- o 22 2 seater soft-padded benches
- o 8 White Art Deco chairs
- o 1x Spinning black armchair
- o Leather Sofa- 2 seater
- o 3x Low Glass Tables
- o 1x Tall Long Glass Table
- o 2x Medium Glass Table
- o Altar white table

Facilities

- Tea Urn (for 30 cups)
- 36 Glass Cups
- 2 Kettles
- 2 Microwaves
- 2 Small Fridges
- 1 Krups Nespresso Pod Machine
- 1 Cafeteria French Coffee Press
- 4 Milk frothers
- 3 Water Filter Jug