



The  
Circle

# Room Hire Guide

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# Why choose The Circle?

Welcome to The Circle, a versatile and multi-purpose events venue located at the heart of Sheffield city centre. Whether you're organising a conference, running a training course or need a quiet, professional space for a meeting or interview, our fully-equipped conference and meeting rooms are the ideal space for your event.

## **Flexible event space**

Whatever your requirements, we can adapt our spaces to suit them. With flexible room layouts, free superfast WiFi, technical support and additional audio-visual equipment available to hire, we have everything you need to ensure your event runs smoothly.

## **Accessible venue**

The Circle is an accessible building with onsite disabled parking, induction loop, and lift access to all floors. We also have three onsite disabled parking spaces which can be booked in advance of your visit.

## **City centre location**

We are located on Rockingham Lane, just a stone's throw from lively Division Street and with easy access to the Sheffield Supertram and other public transport options. We also have an onsite bike park, with parking available at the nearby Q Park for a 50% discount.

## **Support the Sheffield community**

The Circle is owned and managed by Voluntary Action Sheffield (VAS), a charity that aims to improve the quality of life for all of Sheffield's communities through voluntary and community action. By choosing The Circle for your event, you are supporting projects and organisations that are working to create positive change in our city.

# Our spaces

## Conference Suite

Available as a full Conference Suite or as two separate Conference Rooms, this is a great space for conferences, lectures and award ceremonies.

## Capacities

We are currently offering two types of layout options: a 2 metre socially distanced option, and a non-distanced option. The numbers in red below indicate the number of people each layout can accommodate with 2 metre social distancing.

Layout style	Conference Suite	Conference Room 1 or 2
Cabaret	60 (20)	30 (10)
Board	28 (15)	20 (8)
Classroom	40 (18)	20 (9)
Horseshoe	24 (13)	16
Circle of Chairs	30 (15)	20 (8)
Theatre	110	50

## Prices

Conference Suite					
Price (ex VAT)	Full day (9-4)	Half day (9-12.30 or 12.30-4)	Evening (5-8pm)	Weekend (9-4)	Weekend (9-12.30 or 12.30-4)
<b>Standard</b>	£479.00	£259.00	£308.00	£655.00	£353.00
<b>Statutory</b>	£431.10	£233.10	£277.20	£607.10	£321.10
<b>SCC</b>	£383.20	£207.20	£246.40	£559.20	£295.20
<b>Vol sector</b>	£311.35	£168.35	£200.20	£487.35	£256.35

Conference Room 1 or 2					
Price (ex VAT)	Full day (9-4)	Half day (9-12.30 or 12.30-4)	Evening (5-8pm)	Weekend (9-4)	Weekend (9-12.30 or 12.30-4)
<b>Standard</b>	£308.00	£176.00	£226.00	£490.00	£264.00
<b>Statutory</b>	£277.20	£158.40	£203.40	£453.20	£246.40
<b>SCC</b>	£246.40	£140.80	£180.80	£422.40	£228.80
<b>Vol sector</b>	£200.20	£114.40	£146.90	£376.20	£202.40

# Meeting and training rooms

Our meeting and training rooms are ideal for workshops, training sessions, private meetings, interviews or team away days. They can also be used as a break-out rooms from the Conference Suite.

## Capacities

We are currently offering two types of layout options: a 2 metre socially distanced option, and a non-distanced option. The numbers in red below indicate the number of people each layout can accommodate with 2 metre social distancing.

Layout style	Training room 5 or 7	Meeting room 6	Meeting room 4, 8 or 9
Board	16 (6)	12 (4)	4 (2)
Classroom	8 (4)		
Circle of chairs	14 (6)		

## Prices

Training Room 5 or 7					
Price (ex VAT)	Full day (9-4)	Half day (9-12.30 or 12.30-4)	Evening (5-8pm)	Weekend (9-4)	Weekend (9-12.30 or 12.30-4)
<b>Standard</b>	£165.00	£116.00	£127.00	£347.00	£185.00
<b>Statutory</b>	£148.50	£104.40	£114.30	£324.50	£174.50
<b>SCC</b>	£132.00	£92.80	£101.60	£308.00	£164.00
<b>Vol sector</b>	£107.25	£75.40	£82.55	£283.25	£148.25

Meeting Room 6					
Price (ex VAT)	Full day (9-4)	Hourly	Evening (5-8pm)	Weekend (9-4)	Weekend (9-12.30 or 12.30-4)
<b>Standard</b>	£138.00	£30.00	£116.00	£319.00	£182.00
<b>Statutory</b>	£124.20	£27.00	£104.40	£300.20	£169.00
<b>SCC</b>	£110.40	£24.00	£92.80	£286.40	£160.00
<b>Vol sector</b>	£89.70	£19.50	£75.40	£265.70	£146.55

Meeting Room 4, 8 or 9					
Price (ex VAT)	Full day (9-4)	Hourly	Evening (5-8pm)	Weekend (9-4)	Weekend (9-12.30 or 12.30-4)
<b>Standard</b>	£83.00	£22.00	£72.00	£259.00	£176.00
<b>Statutory</b>	£74.70	£19.80	£64.80	£250.70	£167.20
<b>SCC</b>	£66.40	£17.60	£57.60	£242.40	£158.40
<b>Vol sector</b>	£53.95	£14.30	£46.80	£229.95	£145.20

\*Only available if other evening events are taking place



# The Gallery

The Gallery is a spacious, versatile and stylish space, showing contemporary art exhibitions throughout the year. This space adjoins the Conference Suite and can be hired in conjunction for lunch and refreshment breaks, stall-holder and launch events, and networking for an additional £70 + VAT.

If you are interested in exhibiting artwork in our Gallery, please get in touch: [info@thecirclesheffield.org.uk](mailto:info@thecirclesheffield.org.uk).

## Prices for exhibition space hire

### Standard/ private hire

1 week: £70.00	1 month: £150.00
2 weeks: £100.00	2 months: £250.00

### Charities and volunteer sector (35% discount)

1 week: £45.50	1 month: £98.00
2 weeks: £65.00	2 months: £162.50

### Students (20% discount)

1 week: £56.00	1 month: £120.00
2 weeks: £80.00	2 months: £200.50

*The above prices exclude VAT.*

# Refreshments

The Circle works with local catering providers to offer a variety of food and drink options. We liaise directly with our suppliers to order your refreshments – all you need to do is let us know your requirements and we'll do the rest.

To order refreshments, please email our team on [info@thecirclesheffield.org.uk](mailto:info@thecirclesheffield.org.uk) and we will arrange a quote for you. You can find a list of our current suppliers and prices on our website.

# Equipment hire

<i>Prices exclude VAT</i>	
<b>Videoconferencing camera and mic</b>	£20
<b>PA system (with microphones)</b>	£50
<b>Flip chart stand, paper and pend</b>	£10

# How to book

If you would like to book an event with us, please email **[info@thecirclesheffield.org.uk](mailto:info@thecirclesheffield.org.uk)** to **check our availability** and to discuss your requirements. To help us understand exactly what you need, please provide us with the following details in your email:

- The date and times of your event
- The nature of your event to help us match the best space available
- The number of people you are expecting to attend
- Which room you would like to book (if you have a preference)
- Which room layout you would like
- Your full postal addresses
- A contact telephone number

If you would like to arrange a site visit to see if our venue is suitable for your event, please call us on 0114 253 6600 to speak to one of our team.

# Instructions for event organisers

If you are the lead organiser of your event, we ask that you familiarise yourself with the following information before arriving at The Circle, and that you share this with any guests attending your event.

## Arriving at The Circle

On arrival, please visit reception so that a member of our team can direct you to your room.

Please note that you will only be able to gain access to the room you have booked at the time specified on your booking (e.g. if your booking starts at 10am, you won't be able to gain access to the room before this time). You will also need to vacate your room at the time specified (e.g. if your booking finishes at 4pm, you and your guests will need to vacate the room by 4pm). This is to allow us to fully clean and reset spaces between bookings.

If you need to set up equipment or activities in the room before your event starts, we recommend that you factor this in when telling your guests what time to arrive (e.g. if

if your booking starts at 10am, advise your guests to arrive at 10.15am). If your guests arrive early, a member of our team will direct them to your booked room unless instructed otherwise.

If you are expecting members of the public to your meeting (e.g. interviews/assessments), please ask them to phone you when they arrive where possible so that you can meet them in reception. Alternatively, if you would like a member of our team to call you when each person arrives, please leave the relevant names, appointment times and a phone number with reception.

## **During your event**

Hand sanitiser, tissues and antibacterial surface wipes are provided in each room.

Please complete the Fire Attendance sheet with each guest's details as they arrive. You are welcome to use your own registration list for large events if that is preferable.

We politely request that you do not use the Gallery or first floor terrace during your event unless these spaces have been booked or requested.

You are welcome to bring your own food or hot drinks into The Circle if you wish. We politely request you dispose of any rubbish in the bins provided, or that you take it with you on departure.



Please try to not overrun your meeting time to allow our staff enough time to clean and prepare the room for the next event. If you suspect your meeting may overrun, or if you require a space for longer (e.g. you need a quiet space for a zoom meeting) please speak to a member of our team.

Smoking (including the use of e-cigarettes) is prohibited in the building and in the immediate building area, including the first floor outdoor terrace.

### **After your event**

Leave the building via the automatic main doors. Please let our reception team know if you have any feedback. Car parking vouchers can be collected from reception as you leave.

### **COVID-19 measures**

It is important to us that The Circle remains a safe and accessible venue for everyone. To help you meet and hold your event in confidence, we have retained some COVID-19 infection control measures in our venue. We are continuing to offer the option of 2m socially distanced room layouts, and are encouraging all visitors to wear face coverings in communal spaces. Our rooms are well ventilated and an enhanced cleaning regime is in place.

# Cancellation policy

If you need to cancel your booking for reasons related to COVID-19, we will rearrange your booking for a later date at no additional charge (subject to availability). If we need to cancel your event due to a local lockdown, then you will not be charged. We will give you as much notice as possible in this instance.

If you need to cancel for any reason other than COVID-19, then our usual cancellation terms apply. The organiser may cancel a booking by giving The Circle written notice:

## **Conference Suite**

- For cancellations received 28 days or more before the event date, there is no charge.
- For cancellations received 14-28 days before the event date, a 50% cancellation fee is payable.
- For cancellations received less than 14 days before the event date, the full fee will be payable.

## **All other rooms**

- For cancellations received 14 days or more before the event date, there is no charge.
- For cancellations received 7-14 days before the event date, a 50% cancellation fee is payable.
- For cancellations received less than 7 days before the event date, the full fee will be payable.

# Other services

## Office space

As well as a conference and events venue, The Circle provides office space to organisations from across the voluntary and creative sectors. With contemporary, fully-equipped office spaces accommodating from 1 to 20 people, The Circle is the ideal home for your business, voluntary organisation or community group.

## Registered office service

If you are setting up a community group or business and haven't got an office of your own, you can apply to use The Circle as your registered office address. We offer a reliable and confidential registered office service with mail holding or mail forwarding depending on your preference.

For more information on all our services, visit our website:

**[www.thecirclesheffield.org.uk](http://www.thecirclesheffield.org.uk)**

# Contact us

If you would like to arrange a viewing of any of our office spaces, please email us: [info@thecirclesheffield.org.uk](mailto:info@thecirclesheffield.org.uk)

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**The Circle  
33 Rockingham Lane  
Sheffield  
S1 4FW**

**Email: [info@thecirclesheffield.org.uk](mailto:info@thecirclesheffield.org.uk)  
Telephone: 0114 253 6600**

## Find us on social media

Facebook: [facebook.com/TheCircleSheffield](https://facebook.com/TheCircleSheffield)  
Twitter: [@CircleSheffield](https://twitter.com/CircleSheffield)  
Instagram: [@voluntaryactionsheffield](https://www.instagram.com/voluntaryactionsheffield)