



**THE  
VINYL FACTORY**

The Courtyard  
16-18 Marshall Street  
London W1F 7BE  
[thevinylfactory.com/soho](http://thevinylfactory.com/soho)

The Vinyl Factory has two rooms - the main gallery (the big white space) is approximately 450 sqm and holds up to 260 people, and the rear studio (the brick-walled room) is 120sqm and holds up to 110 (if hired on it's own or 60 if hired in conjunction with the main gallery). Total venue capacity is 320. We also have two entrances – Phonica, 51 Poland Street and The Courtyard, 16-18 Marshall Street.

**Hire fees (exclusive of VAT):**

AREA	SET-UP/DAY (8am-6pm)	SET-UP/DAY/LATE (8am to 11pm)	EVENT/DAY (8am-6pm)	EVENT/DAY/LATE (8am-11pm)
Rear studio	£750.00	£1,125.00	£1,500.00	£2,250.00
Main gallery	£2,000.00	£3,000.00	£4,000.00	£5,000.00
Combined space	£2,500.00	£3,750.00	£5,000.00	£6,250.00

**Please also note that:**

- (a) when set-up is the same day as the event, we charge the event day rate.
- (b) due to council restrictions, loading/unloading can only be carried out 8am to 6pm, Monday to Saturday.
- (c) for all bookings where the event runs upto/past 6pm, we provide the morning after the event for de-rig at no charge.
- (d) we require a damage deposit of £1,000 (no VAT). This is refunded post-event subject to there being no damages to the venue.
- (e) we do not offer half day or evening-only hire but do offer discounts for bookings of 3 days or more.

**Further venue info:**

**Opening times:** 08.00 - 23.00

**Loading/Unloading times:** 08.00 - 18.00 (Mon to Sat)

**Loading access:** 16-18 Marshall Street, W1F 7BE

**Venue entrances/exits:** 51 Poland St or 16-18 Marshall St

**Max venue capacity:** 320 (260 main gallery and 60 studio)

**Power supply:** 100 Amp 3-phase/single phase

**Communications:** 16mb broadband line with wi-fi in both rooms

**Toilets:** 7 cubicles (1 disabled) and a mens urinal

**Security:** Metal shutters and intruder alarm

**Fire detection and control:** Fire alarm with automatic water sprinklers.

