

Booking Inkwell for an Event or Private Function – FAQ's

Thank you for considering Inkwell for your event. Here are some FAQ's.

When is Inkwell available to hire for private events?

Inkwell is a community based art centre offering classes and activities for people experiencing mental health issues and also the wider community. We run a vegetarian café every Saturday. We are happy to accommodate private functions and events whenever possible. However, our policy is for events to finish no later than 9pm. Please contact us on 0113 3070108 or inkwell@leedsmind.org.uk to check on availability and costs.

Is catering available from Inkwell?

Yes, we offer an in-house catering policy. We have a range of hot and cold vegetarian menus to choose from starting from £5.95 per head. (Children's menu is available from £3.95). Our chef will be happy to speak to you about your requirements. You are welcome to bring your own celebration cakes, for example. Drinks are charged per unit starting from £1.20

Can we use the kitchen?

Inkwell operates a commercial vegetarian kitchen which, for Food Safety reasons, hirers are not able to use.

Can we have alcohol at our event?

Inkwell is not a licensed premise but at your event you can give away alcohol or ask for a donation. Inkwell charges corkage fees of £1.50 per bottle of wine and 50p per can of beer/spirit mixes. Staff will keep track of your usage and you can pay at the end of your event by cheque (payable to Leeds MIND), cash or debit/credit card.

Can we put decorations up?

We are happy for you to put up decorations using blue tack or tape. We would ask that you are respectful and careful of any artwork hanging on the walls. Please arrive half an hour earlier to place decorations with a member of staff to assist.

Does Inkwell have disabled access?

Inkwell currently has partial disabled access. The main door entrance has a ramp leading to the main gallery space, media suite and ceramics room and toilet facilities. There is no access to the outside terrace

Will there be any other people using the building?

There may be other people using the building during the time of your event. You will be told if this is likely to be the case and if it will affect your event at the time of booking.

How do we pay for the booking?

Inkwell require a non-refundable deposit of £50.00 at the time of booking, the remainder of your final bill can be paid in cash, cheque, or credit/debit card at the end of your event.

Are there facilities available for playing music?

Inkwell has a docking station compatible with iPods and MP3 players. It also has a CD player.

Does Inkwell have WiFi?

Yes, the password is available upon request

Does Inkwell provide activities for events?

Yes we can provide facilitated craft based workshops tailored to your need. For children's workshops we follow the recommended adult to child ratios and safeguarding practices suggested by 'The Safe Network'. All our facilitators have current Disclosure and Barring Service (DBS) checks. Prices vary but this includes all materials, a trained facilitator and preparation and clear up time. Please call to discuss.

Is car parking available?

There is a car park next to the building, where we have 4 guaranteed parking places. The capacity of the car park is 20 places and there is usually plenty of space available. No car should block the entrance or exit.

What actually happens on the day of our event?

Your requirements will have been discussed and noted at the time of your booking, so the space should be ready for you to use. Please arrive at the arranged time and a member of the Inkwell Team will show you to the space you have booked and help with any further arrangements and answer any questions you may have.

Please note if you run over the agreed times there will be an extra charge of up to £20.00.

What if I need to cancel my event?

If you need to cancel your event at Inkwell you can do so up to 14 days PRIOR to an event. This is to allow us time to make the space available for another booking. After the 14 day period Inkwell reserves the right to charge the full hire fee agreed at the time of your booking.

NB Inkwell reserves the right to cancel letting arrangements. This will only be done in exceptional circumstances and a full refund will be issued.