

## QUICK GUIDE

### Maximum capacities

■ Courtroom	132
■ Meeting Room 1 (Robing Room)	16
■ Meeting Room 2 (Art Room)	25
■ Meeting Room 3 (Multimedia Room)	12

### Facilities

- Full disabled access with drop off point and parking on our forecourt
- Induction loop in the main space
- Full sound and lighting system
- Flexible layouts including stage
- Digital projector and retractable screen
- Wifi, broadband and 6 workstations
- Flipchart stands
- Natural daylight

### Location

Leeds City Centre 13 miles

Bradford City Centre 12 miles

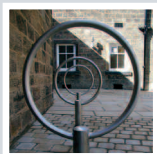
### Transport

Next door to pay and display car park.

Two minutes from bus station with link bus to Menston railway station and frequent trains to Leeds and Bradford.

### Environmentally friendly

- Hot water heated by solar panels
- Café produce locally sourced and fairly traded
- Paper, glass and plastic recycled
- Leave any scrap paper with us when you go and we will make sure it's shredded and recycled



## CELEBRATIONS

Having a party? The Courthouse is a great venue for birthdays, celebrations, childrens' parties, weddings/civil partnerships and receptions.



Go to:  
[www.otleycourthouse.org.uk](http://www.otleycourthouse.org.uk)  
for full details.

## BOOKING AND INFORMATION

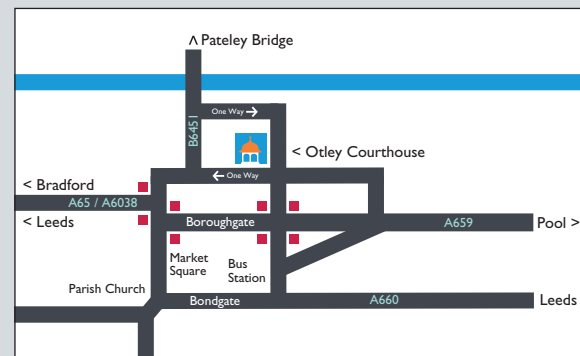
For more information or to download a room hire booking form go to [www.otleycourthouse.org.uk](http://www.otleycourthouse.org.uk)

To make a booking contact our Centre Manager at:

**Otley Courthouse Arts and Resource Centre**  
**Courthouse Street, Otley LS21 3AN**

t: 01943 467216

e: [admin@otleycourthouse.tiscali.co.uk](mailto:admin@otleycourthouse.tiscali.co.uk)



Otley Courthouse is a unique arts and resource centre, created by local people in Otley West Yorkshire.



The Courthouse Project (Otley) Ltd.  
a Company registered in England and Wales No. 4303404. Charity No. 1090877

Otley COURTHOUSE  
an arts and resource centre for everyone



## Room Hire



meetings • training sessions • conferences  
performances • community events  
away days • special presentations

## AN INSPIRING ENVIRONMENT

If you are planning any kind of meeting, training session, conference, away day, community event, special presentation, performance or launch, the award winning Otley Courthouse Arts and Resource Centre has all the facilities you'll need.

Affordable rates for voluntary, educational and commercial organisations mean our packages suit everyone's budget – whether you are expecting two people or 130.

And at lunchtime you can take a break, enjoy Otley's market town atmosphere or stroll down to the River Wharfe – just five minutes away.

## FLEXIBILITY AND CONVENIENCE

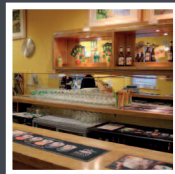
- An attractive, well equipped building, with full disabled access, induction loop and drop-off point
- Flexible layouts, including stage and raked seating, full sound, lighting, retractable screen and digital projector
- A great 'get away from it all' setting
- 30 mins from the centre of Leeds or Bradford and two minutes from Otley bus station
- Available 7 days a week

## CATERING

When it comes to food we can provide Fairtrade tea and coffee, delicious, locally sourced cakes and light lunches with fresh bread from the famous Bondgate Bakery.

Our tempting café is open to the public 10am–3pm Mon–Sat. Or take advantage of our fully licensed bar.

For larger functions, from a finger buffet to a sit-down meal, we offer a range of excellent local caterers.



## THE COURTROOM



12 x 9 metres  
Seats: 132 theatre style  
100 cabaret style for informal presentations.

For larger events the elegant converted Courtroom seats up to 132 plus up to three break out/workshop rooms.

- Comfortable, flexible seating, including raked seating and stage for larger events
- Digital projector and retractable screen
- Induction loop
- Full sound and lighting system as needed
- Flip chart stand

## MEETING ROOM 1 (The Robing Room)

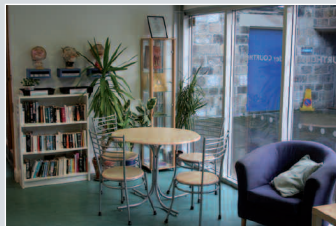


5 x 4.5 metres  
Seats: 14 boardroom style  
16 theatre style.

A calm, restful ground floor room for smaller meetings, training sessions or interviews for 2–16 people.

- Tables and chairs
- Ensuite, accessible toilet
- Private entrance
- DVD player
- Flip chart stand

## FOYER AND CAFÉ BAR



Seats: Informal seating for 20  
40 theatre style, 100 standing.

For informal evening meetings, team get-togethers or receptions why not hire our attractive foyer and bar.

## MEETING ROOM 2 (The Art Room)



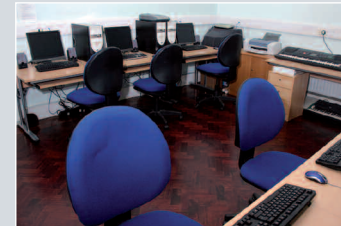
7 x 5 metres  
Seats: 20 boardroom style  
25 theatre style

Our light and airy Art Room doubles as a meeting and presentation room.

- Tables and chairs
- White walls for your projections
- Own sink, kettle point and accessible toilets
- DVD player
- Flip chart stand

The Artroom is also an ideal venue for arts, craft and making activities with your client group or team – we can provide a range of art equipment and a list of workshop leaders.

## MEETING ROOM 3 (Multimedia Room)



5 x 4.5 metres  
Seats: 12 boardroom style,  
or at 6 workstations.

Our well equipped Multimedia Room is a popular choice for training sessions, IT sessions or smaller meetings for up to 12 people.

- Tables and chairs
- 6 work stations with broadband access
- White board
- DVD player

Bookings and further information

01943 467216

[www.otleycourthouse.org.uk](http://www.otleycourthouse.org.uk)