

Please note

As the home of a Sexual Health Project working with Gay and Bisexual men the building contains imagery and resources appropriate to this work – please be aware of this when making a booking.

All users of the building must abide by the Guidelines for use, which are displayed in the rooms and are available on request. Please note that everyone using the building needs to make sure that no confidential information is left in the room when you leave.

Contacting Us

To enquire about making a booking we can be contacted in the following ways:

Contact Name: Claire Spracklen

Phone: 0113 244 4209

Email: c.spracklen@mesmac.co.uk

Post: Yorkshire MESMAC, PO Box 417, Leeds, LS1 5PN

If you require a large print version of this booklet, please call us on 0113 244 4209.

Your Meeting Space in Leeds City Centre



Introduction

The Yorkshire MESMAC building in Leeds underwent substantial redevelopment in 2005, creating larger and more flexible space for community use.

We are keen to encourage use of this space by groups and agencies working with and for LGBT communities, and also agencies which are broadly sympathetic to our aims.

How To Book

Please see enclosed booking form.

Space Available

The Meeting Room has a top capacity of 20 participants, with flexible seating.

The Small Meeting Room, for 6-8 people, has two two-seater sofas, and can be used as a breakout room or for one-to-one sessions, which can also be booked separately.

There is also a kitchen area, accessed through the Meeting Room, for use during breaks or as a breakout room for up to 6 people.

Resources

The Meeting Room has a freestanding flipchart stand and a wall mounted wipe-board. A data-projector and TV/video/DVD player are available for hire.

Access

The building is not wheelchair accessible and does not have a lift. The Meeting Room and kitchen are on the 1st floor and the toilets and Small Meeting Room on the 2nd floor. Staff are located on the 3rd floor of the building should you require further assistance.

Location

The building is situated in Leeds City Centre, close to public transport links. Leeds Railway Station is 0.3 miles from the building and the National Express Coach Station is 0.7 miles.

Charges

Use of the rooms and equipment is free of charge for LGB community groups, CHAPS partners and organisations funded by Leeds PCT Sexual Health monies, and priority will be given to these bookings.

Bookings are taken for either half days (4 hours) or full days (9am-5pm) Monday-Friday. Both rooms are available for hire at the weekend – the cost of this per full day is £90 for the Meeting Room and £30 for the Small Meeting Room. The data projector is not available for hire at the weekend.

Charges listed below are for not-for-profit organisations. There will be an additional surcharge of 20% for Commercial and Statutory organisations.

	Half Day	Full Day
Meeting Room	£40	£80
Small Meeting Room	£15	£25
Data Projector	£15	£30
TV/Video/DVD Player	£10	£20

Tea and coffee making facilities are available for you to use throughout the booking. This will be charged at £1 per person, per day, based on the number of people the room was booked for, not the actual number of attendees.

Parking

There is no on-site parking, however there are a number of commercial car parks close by.

