

Name of Person or Organisation wishing to hire room Address

Post Code

Name of contact

Telephone

Number of people expected at event

The Centre offers a number of rooms for hire, available 9.00am to 4.00pm and 4.30pm to 8.00pm Monday to Friday and on Saturday from 9.00am to 4.00pm. Special consideration may be given to voluntary organisations and private individuals and can be discussed with the Office.

Rooms and hourly rates

Please tick below to indicate rooms and services you are interested in.

MEETING ROOM: Capacity for 8 to 10 people

9.00am to 4.00pm £50.00 per hour. 4.30pm to 8.00pm £60.00 per hour.

50% deposit required.

TRAINING ROOM: Capacity 20 to 25 people

9.00am to 4.00pm £65.00 per hour. 4.30pm to 8.00pm £75.00 per hour.

50% deposit required.

REFRESHMENTS:

Tea, coffee and biscuits at £2.00 per person.

Additional items, eg. water and juice at £2.50 per person.

CATERING: Available through external caterers and charged for separately.

If you require this service, please inform our reception staff of your requirements at the time of booking.

REQUIRED FOR SINGLE EVENT

Date:

Start time:

End time:

REQUIRED ON REGULAR BASIS

First date:

Regularity:

Weekly

Monthly

Other*

*Please specify:

Purpose of hire

Special requirements

Equipment Flip chart/pens £15.60 OHP £18.50 Computer/DVD/Video £39.50 Projector £68.65

Children's birthday parties (Saturdays & Sundays)

COMMUNITY CENTRE: Capacity for up to 24 Children

For hire at £100.00 for first 2 hours plus £40.00 for each additional hour. A security deposit of £60.00 will be held against a credit/debit card.

BROCKWELL PARK ONE O'CLOCK CLUB: Capacity for up to 50-100 Persons

For hire at £130.00 for first 2 hours plus £50.00 for each additional hour. A security deposit of £60.00 will be held against a credit/debit card.

FOOD PREPARATION: Food should be prepared off-site, but can be warmed up on the premises and all crockery and utensils should be washed and put away after use.

Effra Room Hire Terms & Conditions

Room reservations, payments and cancellation policy

MEETING/TRAINING ROOMS and BROCKWELL BUILDING

Room bookings made more than two weeks ahead of the event are secured by payment of a deposit equal to 50% of the full booking cost. This deposit will then be deducted from your final invoice. If you need to cancel, you must notify us by telephone or in writing at least eight working days before the event is due to take place - failure to do so will result in the loss of your deposit. For bookings made less than two weeks ahead of the event, we require the full booking cost to be paid in advance and this is non-refundable.

Letting policy and conditions

ALCOHOL: Alcoholic drinks cannot be consumed or sold on the premises unless a licence has been obtained prior to the let. Failure to obtain a licence and gain the consent of the governors will terminate the let.

Will alcoholic drink be brought onto the premises? Yes No

Will alcoholic drink be sold on the premises? Yes No

The lettee will be made aware of the fire exits and fire appliances on taking up the let. In the event of a fire the lettee or their representative is responsible for the evacuation of those for whom they are responsible. Special care must be taken when using the kitchen appliances and appropriate use made of utensils and trays to prevent the setting off of the fire alarm.

No alternations or additions to the electrical installations at the Centre may be made.

CHARGES: The total charges are as set out on page 3 attached. This includes a fee for hire and an amount for insurance. Unless by prior agreement with the Head of Centre and consent of the governing body, all fee premiums and deposits must be paid in advance of taking up the let. Fees are reviewed on an annual basis. The letting fee must be secured by credit/debit card 2 weeks before the date of the event. The pre-authorisation is a temporary hold against a credit or debit card which will be released after the event minus any costs to cover damages or additional cleaning needed.

Undertakings

1. I undertake to accept the conditions governing the letting of the premises, to pay the prescribed charges and to arrange for adequate supervision during the period of the let.
2. I further undertake to make good any loss of the Centre's property or damage to the premises.
3. I have carefully read and understood the terms and conditions outlined above and agree to abide by them.

Signature

Date

Name in block capitals

Contact telephone

How did you become aware of Effra?

FOR INTERNAL USE ONLY

CHECK AVAILABILITY	CONFIRMATION LETTER
CONFIRM DATES	COPY DOCUMENT
ADD TO DIARY	SEND INVOICE

