

Loundsley Green Community Centre

Price List, Booking Form and Terms & Conditions

Price List – With effect from July 1, 2018

The rooms at Loundsley Green Community Centre are available for booking by any individual, group or organisation. Special concessionary rates are available for charities and for local community/voluntary organisations.

Evenings (after 5pm) and Weekends				
Hire costs per hour	Main Hall	Meeting room	Stage Area	Office
Commercial/ Public sector / Private bookings / Classes	£16.20	£8.50	£8.50	£5.80
Local community / voluntary organisations	£13.20	£6.10	£6.10	£4.70
Charities	£8.20	£4.30	£4.30	£2.90

Week Days before 5pm				
Hire costs per hour	Main Hall	Meeting room	Stage Area	Office
Commercial/ Public sector / Private bookings / Classes	£13.20	£6.10	£6.10	£4.70
Local community / voluntary organisations	£9.60	£5.00	£5.00	£3.50
Charities	£6.60	£3.10	£3.10	£2.40

Phone : 07422 575855.

Email: bookings@lgct.org.uk

Cheques should be made payable to :
Loundsley Green Community Trust

Direct Bank Payments should be sent to:
Sort Code: 08-92-99
Account Number : 65452334

TERMS AND CONDITIONS OF HIRE

Deposit and payment

• Regular (weekly / monthly bookings)

- For all regular bookings, payment for the month's booking fees will be required in advance by the 1st of each month
- If a key is to be provided to the hirer, a deposit of £15 will be charged which will be returned when the key is safely returned to Loundsley Green Community Trust (The Trust).

• One-off bookings:

- For one-off bookings a deposit of 50% of the room hire cost, or £10 whichever is the greater must be paid when booking.
- The balance will be due for payment on the day of your event.
- A damage bond of £25 is payable at the time of booking. Your money will be reimbursed after your event assuming that no damage has been reported and the balance of the room booking fee has been received.

Cancellations

- Cancellations must be notified to The Trust in writing by letter or email. The Trust will acknowledge receipt of this notification. Cancellation charges will be made as follows:
 - More than 6 weeks before your event – No charge. Deposit will be refunded.
 - 3-6 weeks before your event – Deposit will be retained.
 - Within 3 weeks – Full payment of the room hire costs
- The Trust may require the use of the building occasionally for special events and reserves the right to require hirers to make the hall available for such events. Adequate notice will be provided unless emergency circumstances are the cause.

Event Licensing and other regulations

- If you wish to hold any of the following activities at the Community Centre then you may be required to apply for a Temporary Event Notice (TEN) from Chesterfield Borough Council (CBC). Activities requiring a TEN are:
 - Regulated Entertainment, which includes singing, dancing, discos, karaoke, etc.
 - Sale or supply of alcohol.
 - Late night refreshment: Hot food or hot drinks between 11pm and 5am.
- Private parties for invited guests only, and for which no admission charge is made, generally do not require a TEN. Please contact the Licensing Section at CBC on 01246 345780 or 01246 345230 who can advise whether a licence is needed.
- Applications must be submitted to the Council to allow at least ten working days between the date of submission and the date of the event. It is the hirer's responsibility to apply and pay for a TEN if required.
- If you are publicising your event you may put up notices inside the centre, in our external notice boards, in local shops or promote it in newspapers and magazines. There are heavy Council fines for putting out notices on lampposts, at the roadside or similar unauthorised places. Failure to comply with this condition may result in your event being cancelled.

Start and finish times and room layout

- Your room will be available for your use at the time booked. We cannot guarantee access earlier than the booked time.
- Tables and chairs will be available as requested in your booking form. Users are responsible for laying out the room for their own use, and clearing away tables and chairs at the end of their booking.
- The Centre must be vacated by all persons at the finish time booked. We understand that, due to circumstances beyond your control, your event may run beyond the scheduled finish time. In that event you will be charged for the additional time at 25% above the usual tariff.

Condition of the hall after hiring

- Hirers are responsible for leaving the hall and its contents in a clean, tidy and undamaged condition. Any costs for repair or additional cleaning will be the hirers' responsibility.
- We have very limited waste disposal capacity so **please try to take away with you any rubbish from parties etc**
- The fire exits in the main hall **MUST** be kept closed at all times

Your property

- The Trust can take no responsibility for the loss of, or damage to, any property brought into the building.
- Any electrical equipment brought into the building must have an up to date PAT certificate which should be available for inspection.

Public Liability

- The Trust has public liability insurance covering damage or injury sustained whilst on the Centre premises. This does **not** extend to cover hirers' liabilities. Hirers should check with The Trust if they want further details of what its policy covers.

Car parking

- Car parking spaces are available in the two off-street car parks adjacent to the centre. There is also ample on street parking . Cars are parked at the owners' risk. Loundsley Green Community Trust can accept no responsibility for any loss or damage to people's personal possessions when they are using the building. Please respect local residents when parking at the Centre.

Noise

- If playing music, please keep volumes to an acceptable level to avoid disturbing local residents.
- Please keep noise to a minimum when entering and leaving the building, especially late at night.

Loundsley Green Community Centre – Booking Form

CONTACT DETAILS	
Contact name	
Organisation name	
Address	
	Post Code
Phone & Mobile	
Email	

REQUIREMENTS		
Nature of event		
Event date(s)		
Is this a regular or one-off booking?		
Event times	From	To
Access to room required	From	To
Number of people expected at event	Which room(s) do you require?	
Requirements: Please let us know if you need tables and/or chairs and how many so that we can ensure these are available for your use.		

I have read, understand and agree to the terms and conditions.

Signed Name Date

Loundsley Green Community Trust. Loundsley Green Community Centre, Cuttholme Road, Chesterfield, S40 4QU. Phone : 07422 575855. Email: Bookings@lgct.org.uk

For Office Use Only		
£ per hour =	£ per event =	£ per month =
£ deposit =	£damage bond =	
Booking accepted by	Name	Signature

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