Loundsley Green Community Centre
The Green Enterprise and Training Centre
Price List, Booking Form and Terms & Conditions

The rooms at Loundsley Green Community Centre are available for booking by any individual, group or organisation. Special concessionary rates are available for local community/voluntary organisations. The garden adjacent to the Community Centre is also available for use by hirers, by prior arrangement when making the booking.

Evenings (after 5pm) and Weekends				**The Green**
Hire costs per hour	**Main Hall**	**Meeting room**	**Stage Area**	**Meeting Room**
Commercial/ Public sector / Private bookings / Classes	£17.60	£9.10	£9.10	£10
Local community / voluntary organisations and charities	£14.30	£6.70	£6.70	£8

Week Days before 5pm				**The Green**
Hire costs per hour	**Main Hall**	**Meeting room**	**Stage Area**	**Meeting Room**
Commercial/ Public sector / Private bookings / Classes	£14.30	£6.70	£6.70	£10
Local community / voluntary organisations and charities	£10.40	£5.50	£5.50	£8

For parties and similar events a charge of £20 is payable if the hirer opts not to remove from the premises any waste which they have brought in with them.

For weekend bookings:
Phone : 07422 575855.
Email: bookings@lgct.org.uk

For weekday or regular bookings:
Phone : 07419 336062.
Email: manager@lgct.org.uk

Direct Bank Payments should be sent to:

Account name : Loundsley Green Community Trust
Sort Code: 08-92-99
Account Number : 65452334

We are no longer able to accept cash or cheque payments.
Card payments can be made in person at the centre by arrangement with the centre manager.

Status at 11th August 2026.
Prices last changed, 1st July, 2023

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 £25 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 £15 deposit will be held for the loan of a key, refundable on the safe return of the key
  - A damage bond of £25 may be 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. Any damage or failure to leave the building in a clean condition will result in the deposit being forfeited. The cost of any damage will be billed to the user.
- **NOTE: For all payments, we no longer accept cash or cheques. Bank transfer (BACS) is the preferred payment method. If that is not possible, card payments can be accepted by the manager at the centre (not by phone)**

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, karoake, 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 unless alcohol is being sold. Please contact the Licensing Section at CBC on 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. **Hirers should not ask prior users departing the centre to let them in. They do not have authority to do that.**
- 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 are unable to dispose of waste resulting from parties (decorations, waste food, paper plates, wrapping paper, packaging etc) which you have brought into the centre. Please remove any rubbish from parties etc and dispose of at home. If you would prefer not to do this, you can opt for the Trust to dispose of your waste for which a fee of £20 will be charged**

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.

Please note : The use of Smoke or Dry-Ice Machines is strictly prohibited as they interfere with our fire alarm system. Any use of such equipment will result in the loss of deposit and an additional charge for any callout costs or damage costs incurred.

Loundsley Green Community Centre – Booking Form

CONTACT DETAILS		
Contact name		
Organisation name		
Address		Post Code
Phone		
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.				
Waste: For parties and similar events we request that hirers remove any waste items that they have brought with them (decorations, packaging, food, paper plates etc). Hirers can opt for us to dispose of such waste for them for which a fee of £20 will be charged. Please indicate your preference:				
We will remove our own waste		We will pay a £20 waste fee		

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

Signed ..... Name ..... Date .....

Loundsley Green Community Centre, Cuttholme Road, Chesterfield, S40 4QU.
Weekend bookings - Phone : 07422 575855. Email: Bookings@lgct.org.uk
Weekday and regular bookings – Phone: 07419 336062. Email: manager@lgct.org.uk

For Office Use Only		
£ per hour =	£ per event =	£ per month =
£ deposit =	£damage bond =	£20 waste payment paid? Yes / No
Booking accepted by	Name	Signature

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