

Goldsmiths Community Centre Hire Information

When & How much?

Saturday		
Half day - am	10am - 4pm	£145
Half day - pm	5pm - 11pm	£230
Full day	10am - 11pm	£360
Extension to midnight - £60 £250 security retainer required for each booking		

Sunday		
Half day - am	10am - 2pm	£125
Half day - pm	3pm - 8pm	£200
Full day	10am - 8pm	£310
Extension to 9pm - £60 £250 security retainer required for each booking		

A non-refundable deposit of 20% will be required to secure your booking. The remaining balance is required 1 month prior to hire date.

A refundable security cash retainer of £250 is to be made and will be held until a premises inspection has taken place following your booking. A full refund will only be made to you, if our terms and conditions are adhered to. This is required by the **Thursday** before your booking and will be refunded on the **Wednesday** after your booking.

Which space?

Space	Accommodates		Kitchen?	Garden?	Stage?
George Green Hall	160 standing	120 seated	Yes	Yes	Yes
Small Hall	60 standing	50 seated	Yes	No	No
Gym	30 standing	22 seated	No	No	No

- Our kitchen facilities include use of a microwave, oven and fridge, but not a freezer.
- Hire includes use of 20 tables, seating 6 at each table and up to 120 chairs - these will require removal from our storage and setting up in your hired space.

What can I bring?

- Please bring your own cutlery and plates. You are also permitted to bring in your own electrical appliances for use in the kitchen area.
- Bouncy castles are allowed in both the indoor space and the garden.
- BBQ's are allowed on the concrete area in the garden.
- Alcohol cannot be sold on the premises but allowed for personal consumption only.
- If music is required, please bring your own sound system/equipment. Please be mindful of sound levels at all times as this is a residential area.

What else do I need to know?

Please be advised that the centre is not permanently staffed on weekends. It is therefore imperative that only the booking holder arrive 10 minutes before the hire start time to gain access to the hired space.

The booking holder will need to remain on site at all times.

How do I book?

Email bookings@goldsmithscommunitycentre.org.uk Once availability has been agreed, a 20% non refundable deposit is required to confirm your booking. This can be made by bank transfer or cash. The remaining balance will need to be settled 1 month prior to hire date.

A £250 security cash retainer is required as outlined above. A receipt will be given. **Please keep this safe, as this will be required when requesting the return of your deposit.** To ensure the return of your security retainer, the facilities must be fully vacated and left in the condition in which it was found within 15 minutes of your finishing time.

Loss of security cash deposit:

Late vacation:

up to 30 mins - £50

30 - 45 mins - £100

over 45 mins - £250

Chewing gum removal / Staples removal: £10 per incident removed

Waste disposal: We will supply 3 black sacks for general waste and 4 clear recycling bags.

These **must be** placed in the wheelie bins provided. Any additional bags will incur a £10 fee.

I, the Booking Holder, have read and agree to abide by the terms and conditions outlined on this form:

Signed..... Date.....