**Halls for Parties and Events:**

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| --- | --- | --- |
| George Green Hall | | |
| **Saturday** | | |
| Full day (Main Hall) | 10am - 11pm | £360 |
| Extension from 9am - £30 \* £250 security retainer required for each booking | | |
| **Sunday** | | |
| Full day (Main Hall) | 10am - 8pm | £310 |
| Extension to 9pm - £60 \* £250 security retainer required for each booking | | |

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| --- | --- | --- | --- | --- | --- |
| **Space** | **Accommodates** | | **Facilities** | | |
| George Green Hall | 160 standing | 120 seated | Kitchen | Garden | Stage |
| **Extra Facilities** | \*\*\*The Food Place - additional kitchen space @£100 | | | | |

|  |  |  |
| --- | --- | --- |
| Small Hall | | |
| **Saturday / Sunday** | | |
| Children's Birthday Party (Small Hall & Ball Court) | 4 hours (minimum) | £100 |
| Available from 2pm up until 8pm | £27 per hour after 4 hour £100 minimum | |
| \* £250 security retainer required | | |

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| --- | --- | --- | --- | --- | --- |
| **Space** | **Accommodates** | | **Facilities** | | |
| Small Hall | 60 standing | 50 seated | Kitchen | Ball Court | |

**Deposit:**

A non-refundable deposit of 20% will be required to secure your booking. Written confirmation via email must be made to [bookings@goldsmithscommunitycentre.org.uk](mailto:bookings@goldsmithscommunitycentre.org.uk) once payment has been made.

The remaining balance is required 1 month prior to hire date.

N.B. No booking is secure until deposit has been made and date will remain open to enquiries in the GCC diary.

**Security Retainer:**

This is required **one week before your booking** and will be refunded by the **Wednesday** after your booking once a full inspection of the premises has taken place during daylight hours after your booking. A full refund will only be made to you as detailed below:

* Premises is vacated on time as per your selected booking
* Tables and chairs are stacked back in the storage cupboard (as found upon arrival)
* Hall and Kitchen floors are swept and mopped (cleaning equipment provided)
* No damage to the property internal or external
* Rubbish is put in the wheelie bins provided for general waste and recycling (additional waste and recycling must be taken away by the hire)

This is by no means an exhaustive list but provides the fundamental expectations of the correct treatment of the premises.

**Retainer required as follows:**

*George Green Hall 10am-11pm or Small Hall hire*

\* A refundable security **cash** retainer of **£250** is to be paid at the centre and will be held until a premises inspection has taken place following your booking.

**Facilities**

George Green Hall

* Our kitchen facilities include use of a microwave, oven (without hob) and fridge, but not a freezer.
* Hire includes use of 20, 6ft trestle tables and up to 120 chairs - these will require removal from our storage and setting up in your hired space.

Small Hall

* Our kitchen facilities include use of a microwave, oven (with hob) and fridge, but not a freezer.
* Hire includes use of 5, 6ft trestle tables and up to 50 chairs - these will require removal from our storage corridor and chairs from our waiting area and setting up in you hired space.

**\*\*\*The Food Place - additional kitchen space @ £100**

Can be hired as part of the George Green Hall hire onlyand includes

* An Ovenwith a hob
* Counter space for food preparation
* Capacity of 16 - chairs and round cafe tables provided
* A large fridge - no freezer
* Access through to George Green Hall kitchen

**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 in the George Green Hall.
* 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.

**Special Packages:**

**Wedding Packages**

In the George Green Hall - £525

Friday night 16:00-21:00 - possible extension to 22:00 - £50

Saturday 10:00 - 23:00

20% Non refundable deposit to be paid to secure the booking

£250 Security Cash retainer to be paid no later than the Thursday before the booking. Refundable subject to all terms and conditions being met.

Set up terms and conditions

* All food items to be stored in the kitchen
* Perishable foods are not to be left out overnight unless secured in airtight containers and or packaging; including Wedding cake, sweets, fruit etc
* Hire remains liable for any items left stored overnight and Goldsmiths Community Association takes no responsibility for the damage or theft of property left in the hall or other areas of the premises.

*To complete register your enquiry please fill out the following:*

**Name:**

**Address:**

**Email:**

**Phone number:**

*Information about your booking:*

**Date of event:......................**

**Type of Party: …………………………………………………**

* George Green Hall Saturday 10am - 11pm @ £360.00
* George Green Hall Sunday 10am - 8pm @ £310.00
* Additional one hour morning extension in GGH for 9am - £30.00
* Additional one hour evening extension in GGH (Sunday only) @ £60
* Additional use of ‘The Food Place’ Cafe @ £100.00
* Small Hall Children’s Party from £100 for 4 hours
* Additional extension in Small Hall @ £27 per hour until 8pm

**How do I book?**

Email [bookings@goldsmithscommunitycentre.org.uk](mailto: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 3 clear recycling bags. These **must be** placed in the wheelie bins provided. **Each additional bag 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……………………………………….