

## AVONWAY COMMUNITY CENTRE ROOM RATES

### Individual room hire hourly rates:

<u>Room Hire Rates (Per Hour)</u>	<u>Area (sq. metres)</u>	<u>Community Rate</u>	<u>Standard Rate</u>	<u>Capacity (Sit/Stand)</u>
Annexe – whole	117	£17.80	£23.12	135/180
Annexe – hall	74	£13.00	£16.88	95/120
Annexe – bar	43	£8.48	£11.00	40/60
South room	78	£12.15	£16.07	79/85
North room	29	£6.94	£9.00	30/45
East room	61	£10.46	£13.59	66/85
West room	84	£13.00	£16.88	89/114
Greenwich suite (East and West rooms combined)	145	£19.78	£25.70	155/199
Taylor room	11	£5.97	£6.39	5
Bar/Jubilee lounge	40	£11.45	£13.08	38/55

### **Annexe block booking (offered to private hire only):**

For private hire of the entire Annexe (office space not included), we now offer morning, afternoon or evening sessions at a reduced rate.

<b>Annexe (entire building)</b>	<b>9am – 1pm</b>	<b>1pm – 5pm</b>	<b>5pm – 9pm</b>	<b>Capacity (Sit/Stand)</b>
Price (per four hours)	£80	£80	£80	135/180

### **Other charges:**

Cupboard hire (when available): £52 per annum only for storing equipment used at Avonway.

<b>Item for use at Avonway</b>	<b>Session</b>	<b>Day</b>	<b>Week</b>
Skittles	£15.00		
<b>Items for use off-site</b>			
Tables		£1.25	£5.00
Chairs (x3)		£1.25	£5.00
Crockery (per 10 items)		£2.00	£8.00
Cutlery (per 10 place settings)		£2.00	£8.00

**Notes:**

1. The minimum hire period is one hour. All time used, including the period to set up and tidy, is chargeable.
2. Users are responsible for leaving the room and furniture as described in the notices within each room. If this is not done, penalty charges may apply.
3. A deposit of £50 is applied to one-off bookings. Avonway staff may decide to deduct some, or all, of this should circumstances dictate, e.g. any damage.
4. The Community Rate is only available to users where profit is not made from the booking(s).
5. Commercial, public authority and private users pay the Standard Rate.
6. To secure a booking, the appropriate form (available on Avonway's website) can be sent by email. Full terms and conditions are available on the reverse of the booking form.
7. Discounts are available: 5% for bookings of 50 hours and 10% for 100 hours are offered for payment in advance within 7 days of receiving the invoice.
8. The use of PA systems and hearing loops, and non-exclusive use of the kitchen, is included in the hourly rate.
9. The selling and eating of any product containing nuts is not allowed in any part of the Annex.